

## CALL FOR WORKSHOPS

Officers and members who wish to make a presentation on a Masonic matter at the 37<sup>th</sup> Annual Convention in Pine Bluff, Arkansas should fill out this worksheet and forward it to the First Vice President of the Phylaxis Society before **November 30, 2009**.

Ulysses Cooper  
1307 W 200 North  
Clearfield, UT 84015

NAME: \_\_\_\_\_ OFFICE: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TOPIC: \_\_\_\_\_

50-WORD ABSTRACT: \_\_\_\_\_

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Your presentation will consist of:

- Lecture* (Single presenter with audience exchange at the end)
  - 30 minutes less 10     60 minutes less 20
  - An advance copy of the lecture script must be sent to the executive secretary
  - Officers—30 days in advance
  - Other members—60 days in advance
- Workshop* (Audience participation)
  - 30 minutes     60 minutes
  - Send and outline and copies of visual aids to the executive secretary
  - Officers—30 days in advance
  - Other members—60 days in advance
- Forum* (Multiple presenters with audience exchange and moderator)
  - 30 minutes     60 minutes
  - The moderator must see that notes are recorded that capture the essence of the forum. A copy of the summary must be sent to the executive secretary within 30 days.

Your presentation will be supported by:

- Flip Charts
- Slide Projections
- Video Tapes
- Audio Tapes
- Other (Specify)

Equipment needed

- Overhead Projector
- VCR
- DVD Player
- Projection Screen
- Television
- Other (Specify)

If you do not get the requested time allocation, you will:

- Accept less time
- Cancel your presentation

If the requested equipment is not available, you will:

- Bring your own equipment
- Cancel your presentation