



Association of Public Treasurers United States & Canada
 962 Wayne Avenue, Suite 910
 Silver Spring, MD 20910
 301.495.5560 (tel.)
 301.495.5561 (fax)

**Re: Association of Public Treasurers of the United States & Canada 45th Annual Conference
 "Coasting the Current Trends in Public Treasury"
 July 25-28, 2010 ♦ Charleston, South Carolina**

CALL FOR SPEAKERS

The Association of Public Treasurers of the US&C is looking for speakers for their upcoming 2010 conference in Charleston, South Carolina. The conference will include three tracks and a General Session. The tracks consist of **Investment Management, Cash Management and Debt, Technology, Pension & Others**. To reserve your speaking spot complete the Speaker Request Form and Copyright Form and submit as soon as possible so your presentation can be announced in the upcoming conference brochure that will be printed in December.

Documents & Presentation

Once you have been approved as a speaker you will need to submit your presentation for review and approval no later than **March 31, 2010**. Your name, information about you, topic name and brief description of the presentation will appear in the conference program. **Note: It will be your responsibility to bring copies of your presentation to the conference to provide to the attendees. In addition, please bring your presentation in PowerPoint format on a flash drive.**

All documents need to be returned to the APT headquarters:

Association of Public Treasurers United States & Canada
 962 Wayne Avenue, Suite 910
 Silver Spring, MD 20910
 Attn: Lindsay J. Dively
 301.495.5560 (tel.) * 301.495.5561 (fax)
 ldively@aptusc.org

What We Need	Check List
Speaker Form (located on page 3 of this document). Includes Session Name, Short Topic Description, and Short Biography. Need ASAP so information can be listed in the conference brochure being printed in December 2010	
Copyright Form (located on page 4 of this document)	
Power Point Presentation – Need no later than March 31, 2010 and must be in Power Point format	
Business Card (quantity 300) These will be placed in a business card holder to be given to all attendees – Need by March 31, 2010	

Session Name and a Short Topic Description:

Describe your topic in five to seven sentences.

The Short Biography:

This is a short five to seven sentences that will allow members of APT US&C to learn a little more about you, your work, qualifications, and/or how to contact you. This document should not exceed seven sentences.

The Power Point Presentation:

This is the document you will use to facilitate your session. If you like you can bring copies to hand-out to your students (30-50 copies recommended). A good power point presentation is an hour long session and should not exceed a total of seventeen (17) informational slides. **Bring a back-up of your Power Point presentation either on thumb drive to the conference.** The following are guidelines for a great informative Power Point Presentation:

- Seventeen information slides maximum.
- Use the Times New Roman Font with a 16 point Titles and 12-14 point information size fonts for the rest of the slides.
- Simple backgrounds (WHITE) are easier to focus on material presented.
- Lighter backgrounds and darker fonts are easier to read and to print.

Your presentation will be on the APT US&C web site for members to review after the conference. If you wish not to have your presentation on the web site please inform Lindsay J. Dively, Executive Director of APT US&C at 301.495.5560 or ldively@aptusc.org.

Reserve Your Sleeping Room

Reservation deadline is June 24, 2010 to receive the group rates at the Charleston Place Hotel. For reservations call 1-800-831-3490 or via Email at groupres@charlestonplace.com and mention the Association of Public Treasurers to receive the group rate of \$175 single/double (\$196.88 with 12.5% tax rate which is subject to change).

SPEAKER REQUEST FORM

Please e-mail or fax the Speaker Request Form and Copyright Form to Lindsay Dively at ldively@aptusc.org or 301.495.5561 (fax)

First Name (as it will appear on badge) _____

Last Name (as it will appear on badge) _____

Company _____

Address _____ City _____ State _____ Zip Code _____

Job Title _____

Session Name _____

Short Topic Description _____

Short Biography _____

Meeting room will be equipped with a laptop, data projector, screen and wireless microphone. Will you require anything else for your presentation (circle one): YES NO

If Yes what? _____

List any other questions, comments, or concerns _____

COPYRIGHT PERMISSION

1. Releasing Company/Organization: _____
2. Title and/or Description of Releasing Company/Organization's "Materials" Subject to Copyright Protection: " _____ "
3. Entity Obtaining Copyrighted Material for Use: Association of Public Treasurers United States & Canada (APT US&C)
4. Title of APT US&C Conference: "Coasting the Current Trends in Public Treasury" APT US&C 45th Annual Conference
5. Scope or Limitation of Use of Materials: APT US&C may post the Presentation on its web site and conference program and may publish it, republish, transmit, distribute in electronic and print editions in all languages and in all media of expression throughout the world.

Without any further consideration from APT US&C, Releasing Company/Organization hereby gives APT US&C permission to use the Materials for APT US&C intended use, as stated in paragraph 5 above.

Releasing Company/Organization's Address:

Contact Person: _____ E-mail address: _____

Telephone: _____ Fax: _____

(Authorized Signature on Behalf of Releasing Company/Organization; Date)

(Printed Name of Releasing Company/Organization's Authorized Signatory; Title)