



Association of Public Treasurers of the United States & Canada  
962 Wayne Avenue, Suite 910  
Silver Spring, MD 20910  
Tel: (301) 495-5560  
Fax: (301) 495-5561

**Re: Association of Public Treasurers of the United States and Canada 47<sup>th</sup> Annual Conference  
"Revolutionizing Trends in Treasury Management"  
August 12-15, 2012 ♦ Williamsburg, Virginia**

## **CALL FOR SPEAKERS**

The Association of Public Treasurers of the US&C is looking for speakers for their upcoming 2012 conference in Williamsburg, Virginia. The conference will include a Beginner and Advanced Treasury Academy, four concurrent track sessions, and an Opening Session. The concurrent track topics consist of **Investment Management, Cash Management, Debt Management, and Technology**. To reserve your speaking spot complete the Speaker Request Form and Copyright Permission Form and submit as soon as possible so your presentation can be announced in the upcoming conference spotlights and brochure. **Note: Reserving a speaking spot is not accompanied by full conference registration including the concurrent track sessions, meal functions, and social events. If you would like to register for the conference, meal functions or social events please visit the Web site for on-line registration.**

### **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 16, 2012**. Your name, biographical information, 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 Power Point format on a flash drive.**

All documents need to be returned to the APT headquarters:

Association of Public Treasurers of the United States and Canada  
962 Wayne Avenue, Suite 910  
Silver Spring, MD 20910  
Attn: Lindsay J. Dively  
Phone: (301) 495-5560, Fax: (301) 495-5561  
E-mail: [ldively@aptusc.org](mailto:ldively@aptusc.org)

| <b>What We Need</b>                                                                                                                                              | <b>Check List</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Speaker Form (located on page 3 of this document). Includes Session Name, Short Topic Description, and Short Biography. <b>Need no later than March 2, 2012.</b> |                   |
| Copyright Permission Form (located on page 4 of this document). <b>Need no later than June 29, 2012.</b>                                                         |                   |
| Power Point Presentation. <b>Need no later than March 16, 2012 and must be in Power Point format.</b>                                                            |                   |

**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 on a 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 by phone at (301) 495-5560 or by e-mail at [ldively@aptusc.org](mailto:ldively@aptusc.org). In addition, please submit the Copyright Permission Form.**

**Reserve Your Sleeping Room**

Reservation deadline is July 18, 2012 to receive the group rates at the Williamsburg Lodge. For reservations call (800) 261-9530 and mention the group code (#8026) to receive the group rate.

# SPEAKER REQUEST FORM

Please e-mail or fax the Speaker Request Form and Copyright Form to Lindsay J. Dively at [ldively@aptusc.org](mailto:ldively@aptusc.org) or (301) 495-5561.

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 \_\_\_\_\_

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Short Biography \_\_\_\_\_

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

If Yes what? \_\_\_\_\_

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List any other questions, comments, or concerns \_\_\_\_\_

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# 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 of the United States and Canada (APT US&C)
4. Title of the APT US&C Conference: "Revolutionizing Trends in Treasury Management" APT US&C 47<sup>th</sup> Annual Conference, Williamsburg, Virginia
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 the APT US&C, Releasing Company/Organization hereby gives the APT US&C permission to use the Materials for the APT US&C's intended use, as stated in paragraph five above.

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