

Proposal Form

NEOA Professional Development Activity

Professional Development Activity:

Date of Event:

Coordinator's Name:

Coordinator's Contact Information:

Address

Phone

E-Mail

Potential Presenters:

Location:

Intended Program Participants:

Brief Description of Professional Development Workshops:

Attach proposed budget, proposals will not be considered without a budget. Each NEOA sponsored professional development activity (PDA) has a budget that accounts for income from registration fees, as well as expenses for hotel services, banquet, audio/visual equipment, publicity, and postage. PDA budgets require the approval of the NEOA Board.