



Legal Education
Society of Alberta

DATE: _____

CHAIR/FACULTY INFORMATION FORM

Please complete and return to _____ by email to _____.

NAME

Please indicate how you would like your name noted in our marketing materials
(e.g. Tom Jones vs. Thomas L. Jones):

NAME OF PROGRAM:

Alternate contact information (cell phone, assistant's number, etc. – in case we need to reach you before the event):

SOCIAL MEDIA INFORMATION

In addition to our print brochures, we market our programs through several online platforms. Providing the below information will assist in our online marketing efforts.

If you are on Twitter, please provide your Twitter handle (e.g. @lesaonline): _____

We would also like to link our blog post about this program to a website that provides further information about your practice (e.g. firm website, LinkedIn profile):

BIOGRAPHICAL INFORMATION

Please submit a brief bio for reference in making introductions at the event. This may include references to published articles/books, professional or public office you hold or have held previous involvement in the CPLED Program or Continuing Legal Education programs, etc. Please email _____ at _____.

TRAVEL AND HOTEL ARRANGEMENTS

If you require assistance with your travel arrangements, please contact _____ by email at _____ or at _____ . Hotel arrangements will be booked and confirmation forwarded to you.

PRESENTATION REQUIREMENTS

Please indicate what audio-visual equipment you will require for your presentation:

Audience Response Units (ARUs)

***NOTE:** We will format your questions for use with the ARUs. When submitting materials, please be sure to identify the questions you would like formatted for this technology.

Video/Data Projection Unit for PowerPoint

Other (Please specify) _____