

Fill in the form and email it to Jessica Jutz [jjutz@BloomingtonMN.gov](mailto:jjutz@BloomingtonMN.gov)

**2017 FDA Regional Retail Food Safety Seminar & NEHA Region 4 Conference**

**Presentation Proposal Form**

<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Work phone:</b>	
<b>E-mail:</b>	

**PRESENTATION TITLE & DESCRIPTION**

Describe the session in 50 words or less to include 1) a descriptive title 2) an outline of the information that will be presented, 2) objectives, and 3) how it relates to the audience. This title & description will be printed in the program.

**PRESENTATION LENGTH**

List the amount of time the speaker will need for the presentation.

**SPEAKER BIOGRAPHY**

Include a one paragraph biography describing the speaker's professional background.

**Reimbursement for travel expenses required (mileage/overnight accommodations, etc.)?**

Yes                      No

If yes, amount requested \$ \_\_\_\_\_

***Deadline for proposal submission  
March 1, 2017***

