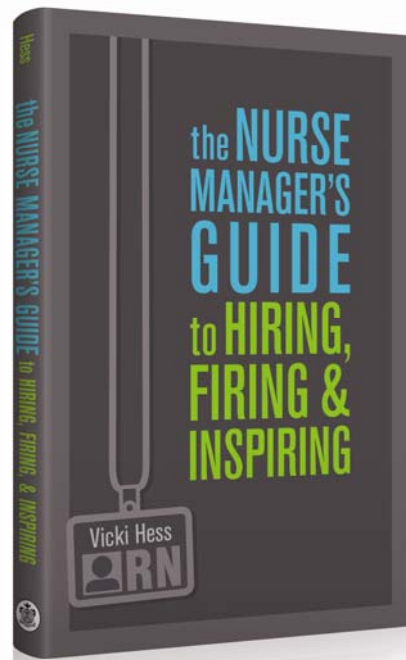
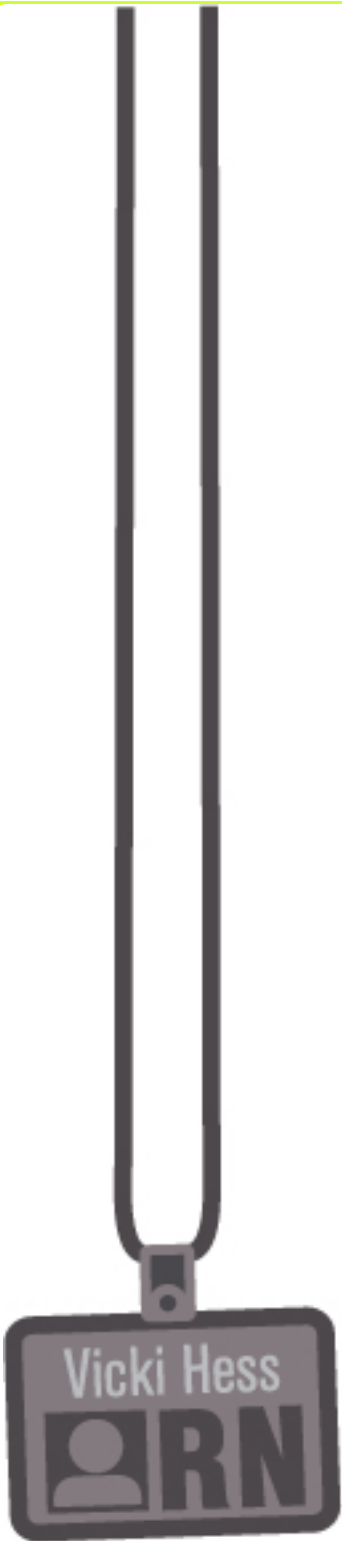


# TIMESAVER TOOL

CHAPTER 12

CONFERENCE ATTENDANCE APPLICATION





## CONFERENCE ATTENDANCE APPLICATION

Please fill out this form and return it to \_\_\_\_\_ by \_\_\_\_\_.

1. Demographics: name, contact information.
2. What conference would you like to attend?
3. What are the costs associated with attending (include registration fees, travel, etc.)?
4. How many hours/days of work will be involved?
5. What are three key things you would like to learn at the conference?
6. How will you share this information with other staff members?
7. What else do I need to know about you attending this conference?



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