



North Carolina  
**PSYCHOLOGICAL ASSOCIATION**

ATTACHMENT R

**Speaker Checklist**

**2013 Fall Continuing Education Conference**

**Please be sure that all the information listed below is sent by:**

**Monday, June 2, 2013**

\_\_\_\_\_ Read and agree to day, time, honorarium (if any)

\_\_\_\_\_ Speaker Agreement – **(Fax or Mail this document)**

Printed Name

Signature

Dated

Include Social Security # (if honorarium is \$600)

\_\_\_\_\_ Institute Planning Sheet (Items 1 – 14) **(6 hour presentation)**  
**(Please email this form)**

**or**

\_\_\_\_\_ Workshop Planning Sheet (Items 1 – 11) **(3 hour presentation)**  
**(Please email this form)**

\_\_\_\_\_ Hotel and Travel Information **(Email this information)**

We will follow up with confirmation on hotel and transportation approximately 10 days from your institute.

\_\_\_\_\_ Photo (black & white) for flyer. **(6 hour institutes only)**

**Wednesday, September 18, 2013**

\_\_\_\_\_ Vitae – **send via email**

\_\_\_\_\_ Handouts (if you want NCPA to get copies done) – **send via email**

**\*\*Please see guidelines for copying handouts**

Note any other information you feel we need to have for you.

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10/2013