



**MEA's 2021 Summer Conference - A Virtual Offering**  
Tuesday, July 27 and Wednesday, July 28  
**REQUEST TO PRESENT - SESSION PROPOSAL**  
**Please submit the completed form(s) by Wednesday, May 12, 2021**

**Please Type or Print**

**Presenter/Main Contact Name:** \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone Number: (\_\_\_\_) \_\_\_\_\_

Co-Presenter(s) Name & Email: \_\_\_\_\_

Additional Presenter(s) Name and Email: \_\_\_\_\_  
\_\_\_\_\_

**Session Title:** \_\_\_\_\_

**Session Description:**

**Length of Session:**

**Willing to Repeat?**

**Availability:**

**Maximum Number of Participants:** Please indicate the maximum number of participants you would like in this virtual session.

☐ 40 People      ☐ 50 People      ☐ 75 People      ☐ No maximum number (unless limited by platform)

What is the maximum number of participants for  
your Zoom account? \_\_\_\_\_

**Platform:** Because the MEA does not have one single platform for all presenters and participants to use, please let us know if you have access to a virtual platform and if there is any maximum time for the session length and/or limit on the number of participants that can be in the session:

☐ Yes, I have access with the time limit outlined above and \_\_\_\_\_ size limit

☐ No, I do not currently have access to a virtual platform other than the free account which is not long enough to accommodate the minimum of 1.5 hours.

**IMPORTANT INFORMATION:** Once the conference schedule is finalized, you will be notified when your session is scheduled to take place, and you will need to set up the zoom meeting right away and send the link back to [Conferences@mea.org](mailto:Conferences@mea.org). This is done well in advance to ensure the link is on the confirmation email sent to participants as they register.