



# BC-SECAC

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Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Requesting to Present: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Request To Present Form

*Please complete this form to request a presentation date for the SECAC meetings.*

Topic Title		Brief Description			
		Contact Person	Contact's Titles		
Agency/Dept.		Contact's Email	Contact's Phone		
		Presenter 1 Name	Presenter 1 Title		
Electronic Slides	<input type="checkbox"/> Yes <input type="checkbox"/> No	Presenter 1 Email	Presenter 1 Phone		
Handouts	<input type="checkbox"/> Yes <input type="checkbox"/> No	Presenter 2 Name	Presenter 2 Title		
Flipchart Stand	<input type="checkbox"/> Yes <input type="checkbox"/> No	Presenter 2 Email	Presenter 2 Phone		
Let's Chat	<input type="checkbox"/> Yes <input type="checkbox"/> No	Presenter 3 Name	Presenter 3 Title		
Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Presenter 3 Email	Presenter 3 Phone		
Computer Audio	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Add. Requests/ Comments	<input type="checkbox"/> Yes <input type="checkbox"/> No →				
Do Not Write In This Section—SECAC Office Use Only		Date Received	/ /	Received By	
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, Explain:			
Approved Presentation Date	/ /				
Approve By					
Date Approved	/ /				
Contact Notified	/ /	Contact Name	Method of Contact		

*SECAC asks all presenters to please acknowledge the time prompts given by SECAC during presentations to allow the meeting to stay on schedule as much as possible.*

Contact Name (Print) \_\_\_\_\_

Contact Signature \_\_\_\_\_ Date \_\_\_\_\_



# BC-SECAC

## Presentation Request Form Explanation Sheet

*Please complete this form to request a presentation date for the SECAC meetings.*

SECAC appreciates your interest in wanting to present at our general public meetings to receive feedback from Baltimore City citizen's, special educations student families, students, advocates, staff, administrators, agencies, etc. To prevent confusion, overlaps, overbooking, assist with our monthly announcements, agendas, etc. it is helpful for us to have certain information.

Therefore, we ask that you complete this BC-SECAC Presentation Request Form.

1. **Date of Request**.....“Date of Request” is the date in which the request for a presentation had been made to SECAC via this form
2. **Date Requesting to Present**.....“Date Requesting to Present” is the preferred date in which you are requesting to have a presentation. (This actual date may not be available; meeting may be cancelled, etc.)
3. **The Topic Title**.....General idea as to what the presentation will be about. Examples: PRU (Parents’ Response Unit), Transitioning Youth, Wellness as it relates to Special Ed.
4. **Brief Description**.....One or two sentences giving a breakdown of the Topic. Examples: Want to receive feedback on survey questions and moving forward, Want to discuss new policy regarding XYZ and receive feedback, Want to discuss options available for students in Special Ed in XYZ, etc.
5. **Agency/Department**.....MDLC, BHA, MSDE, Teaching and Learning, BCPS Office of Engagement, BCPS SE, etc.
6. **Contact Person**.....The person SECAC should contact regarding presentation: arrangements, modifications, confirmations, slides, etc.
7. **Presenters 1, 2, 3**.....List the contact information of the person(s) actually planning to attend the SECAC meeting and present. If only one, then only list one.
8. **Electronic Slides**.....Check “**yes**” or “**no**” as to whether or not electronic slides will be provided to SECAC, even if no slides are provided during presentation. Slides will be placed on SECAC’s listserv and will be helpful for those who are unable to attend meetings as well as those who were in attendance.
9. **Handouts**.....Check “**yes**” or “**no**” as to whether or not handouts will be provided to SECAC’s attendees during your presentation. Handouts will be appreciated by those who may be in attendance, even when electronic slides are provided. It helps attendees follow along.
10. **Flipchart Stand**.....Check “**yes**” or “**no**” as to whether or not a flipchart stand will be required during the presentation.
11. **Computer**.....Check “**yes**” or “**no**” as to whether or not a computer will be required for the presentation. The computer is usually connected to the projector system in the room. If only the projector system is needed, please state that in the “**Additional Request/Comments Section**.”
12. **Computer Audio**.....Check “**yes**” or “**no**” if sound/audio is needed on the computer for the presentation.
13. **Let’s Chat**.....Check “**yes**” or “**no**” as to whether or not the presenters will be available for SECAC’s Let’s Chat session to communicate and answer additional questions of attendees in an informal setting during the last 15 minutes of the meeting. SECAC really prefer that *all* presenters participate in this session. However, we are aware that sometimes it is not always possible. If not possible, we ask that someone else is available to participate in the Let’s Chat session if at all possible to answer questions. If this is the case, please place that information in the “**Additional Request/Comments Section**” of the form.
14. **Add. Requests/Comments**.....Check “**yes**” or “**no**” as to whether or not there are any additional requests, comments and/or special requests for the presentation. If so, please enter them in the space allowed beside and below this section. Examples: if a projector is needed for your computer, but you have your own computer; if the presenter(s) are unable to stay for the Let’s Chat session, but there is another coworker available; if presenters need to present early or present last, etc.; place that information in this section. To request a member of SECAC’s EB to contact the identified contact person regarding the presentation prior to the meeting, that information would be placed in this section as well, etc.

*Remember, SECAC meetings are recorded and are typically held on the second Monday of the month—6:00pm to 8:00pm, 1<sup>st</sup> floor board room, District Office Building, unless otherwise stated. SECAC asks that all presenters speak in mics for audio recording purposes.*

*If you have any additional questions regarding SECAC’s meetings, presentations, etc., please let us know. Thank you. SECAC*