



# Professional Development Programs & Products

## Speaker/In-service Request Information

PDP accepts requests for our speakers to provide in-services at various facilities around the country. While it is our mission to provide continuing education, providing speakers to hold courses for others represents a new direction for the company and is limited to agencies offering in-house education. If you are interested in arranging for a speaker, please read the enclosed information carefully to determine whether you wish to enter into an arrangement with PDP for this purpose.

### **Terms/Conditions**

1. Advertised PDP courses are not available for individual in-services or agencies through the Speakers Bureau. If you wish a specific course, refer to the terms for hosting or sponsoring a course available on the web site: [www.pdppro.com](http://www.pdppro.com).
2. Speaking/in-service arrangements through PDP for any agency may not conflict or compete with scheduled PDP courses either in the planned location or the topic.
3. PDP arranges for speakers to deliver courses or lectures on a variety of topics. Let us know your needs and we will find a match for you.
4. In return for an agreed upon fee, PDP will make all speaker arrangements (contract for dates and topic; pay honoraria and travel expenses, etc.). The agency will be responsible for all other arrangements and expenses.
5. In a situation where the agency is opening the program to outside participants and charging a fee, PDP will receive an agreed upon percentage of the income.

### **Proceed**

If you and/or your agency accepts the above terms and conditions, please complete the 'Speaker Request Form' below and return it to PDP for further consideration.

### Speaker Request Form

Contact: \_\_\_\_\_

Topic preference: \_\_\_\_\_

Phone #: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Alternate topic: \_\_\_\_\_

Agency/Facility: \_\_\_\_\_

Contact Hours Required: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Date/s required: \_\_\_\_\_

\_\_\_\_\_

Alternate date/s: \_\_\_\_\_

Phone #: \_\_\_\_\_

Approx # of participants: \_\_\_\_\_

Fax #: \_\_\_\_\_

Questions or comments: \_\_\_\_\_

Audience for proposed in-service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Speaker preference #1: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Speaker choice #2: \_\_\_\_\_

Submit this form to:

Professional Development Programs

Attn: Cindy LaCosse

1675 Greeley Street South, Suite 101

Stillwater, MN. 55082

Phone: 877-439-8865 or 651-439-8865

Fax: 877-259-5906 or 651-439-0421

Email: [cindy@pdppro.com](mailto:cindy@pdppro.com)

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