

ALABAMA BOARD OF NURSING
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SPEAKER REQUEST FORM

The Alabama Board of Nursing provides speakers and/or educational information related to regulatory practice. In order to make our services more effective and efficient please provide the following information:

Date of Request _____

Speaker Requested: Board Member _____ Staff Member _____

Organization Making Request _____

Address _____

City _____

Contact Person for Presentation _____

Telephone _____

Fax _____

e-mail _____

Will this information be the same on the day of the program? ___Y ___N (if no, please provide other)

Information Regarding Presentation:

Is this a Continuing Education Program? ___Y ___N Do you have a Provider #? ___Y ___N

If not, do you wish for Continuing Education to be provided? ___Y ___N

*Is this program generating revenue? ___Y ___N

Date desired for this Presentation _____ Alternate Dates Available _____

Preferred Time of Presentation _____ Alternate Times Available _____

Duration of Presentation _____

Number of Expected Participants _____

Status of Participants (students, professionals, etc) _____

Location of Presentation:

Name of Building and Location _____

Room Number _____

Parking Available ___Y (please provide directions) ___N

Audio-Visuals Available for Speaker:

Overhead Projector ___Y ___N

Power Point ___Y ___N Remote Control ___Y ___N

Microphone ___Y ___N Portable Microphone ___Y ___N

Will there be assistance with equipment on site? ___Y ___N

Topic Requested (related to regulatory practice) _____

Learning Objectives 1. _____

2. _____

3. _____

If applicable, please provide additional seminar/program objectives and a draft of any marketing materials.

*The Alabama Board of Nursing may assess a fee for presentation of programs that generate revenue. Ala. Admin. Code 610-X-4-.16(5)(1999).

Revised 9/21/15/PB

Peggy S. Benson, RN, MSHA, MSN, NE-BC
Executive Officer