

Checklist and Important Dates

Circles of Life-2011

Call for Presentations

Checklist of Steps Required Prior to Submitting Your Application

- All areas of application form have been completed.
- Project Abstract includes all requested information.
- You have included your audio/visual requests.

How to Submit Your Application (choose one method)

(Preferred method) Submit your application by email to john1.shaw@wisconsin.gov. The application must be attached as a Microsoft Word document. You will automatically receive an email acknowledgement of your electronic submission.

(Alternative method) To submit your application by ground mail, you must provide three (3) copies of the completed Application Form & Presentation Abstract. If you would like acknowledgement of receipt, please include a self addressed, stamped envelope. Mail your complete application to: John Shaw, PO Box 184, Windsor, WI 53598

Important Dates

October 1, 2010	Applications due on this date
November 15, 2010	Applicants will be notified of the results of their application
February 2011	2011 COL Brochures will be mailed
March 2011	All presenters must register for conference in order to be included in meal counts and to have nametags and conference materials.