Instructions for Completing Online Speaker/Session Forms

All forms must be submitted by June 30, 2017.

The forms are Microsoft Word formatted so you can fill in the blanks, save the form, and **e-mail** it as an attachment. **Do not fax these forms**, we need an electronic version because we often need to edit and extract text.

1. After you have the document open in MS Word, save it with a unique name somewhere you can find it on your hard drive.

2. Enter the appropriate data.

3. Move from field to field with the tab key and/or the mouse.

4. Click on the appropriate check boxes and a check will be inserted. If you check the wrong box, click again and the check will go away.

5. After you have completed the form, save it. Make sure you are using a unique name if you did not rename the document when you started.

6. **If you are completing more than one form, please start with a new blank form for each additional session. This will ensure the correct information is included for each session you submit.**

7. Please print a copy to retain for your records to assist in answering questions.

8. Attach and email your forms to:

   a. Completed **Session Coordination forms** should be **emailed** to Sandy Thorne at: sandy.thorne@co.clay.mn.us   Sandy will forward to the program chair and others who need this information so they will not have to deal with multiple copies.

   b. Completed **Speaker Accommodation forms** should be **emailed** to the Program Chair, Lori Hanson at lori.hanson@co.dakota.mn.us