Instructions for Submitting Proposals
Proposals must be received by March 31, 2000.
Principal contacts will be notified of proposal status by April 7, 2000.

Expenses/Registration
Program Presenters will receive a $500 travel stipend and complimentary conference registration. Once a proposal has been accepted and a speaker agreement form has been signed, all presenters are required to register and make their own travel and lodging arrangements. Travel stipend will be delivered at conference check-in.

Program Changes
Conference coordinators reserve the right to suggest changes in the proposed program, to place sessions in alternative program tracks, to encourage joint presentations if multiple proposals have been submitted on similar topics, and to cancel or change conference dates if necessary.

Program Participants
The first participant listed is the principal contact and is responsible for coordinating, for managing and facilitating the presentation.

Principal Contact:
Name: ____________________________________________
Title: ____________________________________________
Organization: ____________________________________
Street Address: ___________________________________
City: ______________ State: __________ Zip: __________
Phone: ______________ Fax: ______________
Email: ______________

Co-Presenter:
Name: ____________________________________________
Title: ____________________________________________
Organization: ____________________________________
Street Address: ___________________________________
City: ______________ State: __________ Zip: __________
Phone: ______________ Fax: ______________
Email: ______________
Session Tracks (Select One. We will accept approximately 6 breakout sessions for each track)

___Track 1: Introductory Overview of Small-Scale Chemistry (Laboratory sessions for beginning users to become more familiar with SSC experiments and techniques)

___Track 2: Administrative and Financial Issues of Laboratory Sciences (Presentation or discussion oriented sessions on issues such as cost reduction with SSC, physical plant renovation, departmental programs, funding sources, etc.)

___Track 3: New SSC Instructional Experiments or Research using SSC techniques (Presentations or workshops on innovative developments in the use of SSC)

___Track 4: Exemplary regional programs for implementation and dissemination of SSC (Demonstration of Best Practices at the Community College)

**TITLE OF PRESENTATION:** (Approximately 10 words. The title should catch the attention of attendees and accurately describe your session)

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**DESCRIPTION:** 50 to 75 words that will be used in the conference program to tell attendees succinctly, persuasively, and accurately what to expect from your session.

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**PRESENTATION PLAN/ABSTRACT** 150-250 word description of your presentation

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Mail to: Barry Carroll, CSMATE, B301 NESB, Fort Collins, CO 80523-1802  
Or Fax: 970-491-2005 to be received by March 31, 2000