



BLUEPRINT FOR THE FUTURE

A project of the National Aboriginal Achievement Foundation

January 25, 2006: 9:00 a.m.- 4:00 p.m.
Vancouver Convention & Exhibition Centre,
999 Canada Place, Vancouver, BC V6C 3C1

Registration Deadline: December 19, 2005
Registration Confirmations will be sent starting: January 3, 2006

SPEAKER REGISTRATION FORM - VANCOUVER

Main Contact: _____

Title/Position: _____

Organization: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Telephone: (_____) _____ **Fax:** (_____) _____

Cell: (_____) _____ **E-Mail:** _____

Name & Title of Co-Presenter(s): _____

Are you a Booth Representative? Yes No

If yes, please specify the organization that you will be representing. (if different from the above) _____

PRESENTATION INFORMATION:

Types of Presentations: Lecture Panel Discussion Workshop Demonstration

Career Category: (please select one from the list below)

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Business | <input type="checkbox"/> Computer Science | <input type="checkbox"/> Health | <input type="checkbox"/> Science & Technology |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Education | <input type="checkbox"/> Law | <input type="checkbox"/> Trades/Apprenticeships |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Engineering | <input type="checkbox"/> Natural Resources | <input type="checkbox"/> Other _____ |

Title of Presentation: _____

Presentation Summary: (in 50 words or less): _____

Presentation Components – Briefly describe which of the following components you will include in your presentation:

- Interactive activity, exercise or demonstration:** _____
- Information on career options, labour market:** _____
- Audio-visual presentation:** _____
- Handouts or product samples:** _____
- Other:** _____

SPEAKER AVAILABILITY: Please indicate the session(s) for which you will be available (as a speaker and/or a back-up)

	Session 1 9:50 a.m.– 10:30 a.m.	Session 2 10:40 a.m. – 11:20 a.m.	Session 3 11:30 a.m. – 12:10 p.m.	Session 4 1:30 p.m.– 2:10 p.m.	Session 5 2:20 p.m.– 3:00 p.m.
Speaker Session(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back-up Speaker Session(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total number of Sessions	_____			Preferred group size:	_____

AUDIO-VISUAL / EQUIPMENT REQUIREMENTS:

(Please select one option from the list below, as quantities are limited. **Note: We will NOT be able to provide laptop computers.**

- | | | |
|--|---|--|
| <input type="checkbox"/> Slide projector & screen | <input type="checkbox"/> TV & VCR | <input type="checkbox"/> LCD projector & screen (limited quantities) |
| <input type="checkbox"/> Overhead projector & screen | <input type="checkbox"/> Flip chart, paper & markers | <input type="checkbox"/> Whiteboard & markers |
| <input type="checkbox"/> CD player | <input type="checkbox"/> Other, please specify: _____ | |

INTRODUCTION / BIOGRAPHY INFORMATION: Please provide a short biography of yourself and/or any other co-presenters

LUNCH

Lunch will be served from 12:20 p.m. until 1:20 p.m.

ATTENDEES:

Would you like to reserve?

- Yes No

NAME(S)

DIETARY RESTRICTION(S)

If yes, please indicate the attendee name(s) and **All Dietary Restrictions**

1.

2.

3.

OTHER SPECIAL NEEDS: Please specify any **Accessibility Requirements** and **ALL Medical Conditions** that we should be advised of:

- Accessibility Requirements**

- Medical Conditions:**

Please complete and return this Speaker Registration Form by the **December 19, 2005 Deadline** to:

BFF Speaker Coordinator
Fax: (416) 926-7554
E-Mail: speakers@naaf.ca
Website: www.naaf.ca

National Aboriginal Achievement Foundation
 Suite 33A, 70 Yorkville Avenue, Toronto, ON M5R 1B9
Tel: (416) 926-0775
Toll Free: 1-800-329-9780

SPEAKER GUIDELINES

Speaker Services: As a registered speaker, we welcome you to:

- Attend the opening and closing ceremonies, lunch, and exhibit area at your leisure - it's a great opportunity to network!
- Enjoy light refreshments (served in the Hospitality Lounge) in appreciation of your support.

Presentation Quick Facts: Here are a few tips to help you plan your presentation:

- Suggested Attire: *Business-casual; Work uniform;*
- Seminar Duration: *40 minutes* (includes a 5 -10 minute discussion period);
- Presentation Styles: *Interactive Presentations* such as live demonstrations, hands-on activities or exercises with active audience participation, provide a stimulating and fun learning experience for high school students. Some examples include leading a "how to" workshop on writing a business plan, providing youth with an opportunity to examine specimens under a microscope, adding ingredients to an experiment or recipe, using a trivia game format, etc;
- *Workshops:* May include an *Audio-Visual Presentation*, which should contain information regarding labour market trends, education/training needs and career opportunities.

Presentation Equipment/Materials:

Speakers may select only one of the audio-visual equipment packages. Please note that *we are not able to provide laptop computers. Presenters are responsible for copying their own handout materials* because we will not have access to a photocopier on site.

Introduction/Biographical Information:

To enable our staff to prepare your introduction, please provide us with:

- a brief *introduction*, or
- a short *biography* or
- a *curriculum vitae*

Speaker introductions should consist of approximately **50-100 words** or **30-60 seconds** in duration, include the speaker's name, the presentation topic or title, the speaker's background, credentials and/or accomplishments relating to that topic, and a brief explanation that demonstrates how youth will benefit from their presentation.

Eligible Expenses:

- NAAF will reimburse speakers for *parking costs only* associated with their attendance at BFF.
- Speakers should retain their *original parking receipts* and submit them (via mail) to the National Aboriginal Achievement Foundation for reimbursement.

Registration Deadline:

- To be acknowledged in the Career Fair's printed program, please fax or e-mail your completed registration form and introduction/biographical information to NAAF by **December 19, 2005**. After this deadline, speaker registrations will be accepted on a space-available basis only.
- *Registration Confirmations will be faxed or e-mailed starting **January 3, 2006** with details regarding the presentation location, time, equipment requirements, parking, etc.*

Registration Cancellations:

We are *depending on your commitment and professional courtesy*. If you cannot attend your scheduled presentation, please designate an alternate speaker and notify the BFF Speaker Coordinator immediately regarding that change. Alternatively, should you not be able to designate an alternate, please inform the BFF Speaker Coordinator as soon as possible so that arrangements can be made for a replacement speaker.

For more information, please contact:

Judy Kirby, BFF Event Coordinator

Tel: (416) 926-0775, ext. 228

Toll Free: 1-800-329-9780

Fax: (416) 926-7554

E-mail: jkirby@naaf.ca

Website: www.naaf.ca

National Aboriginal Achievement Foundation, Suite 33A, 70 Yorkville Avenue, Toronto, ON M5R 1B9