

PRESENTATION REQUEST

A Request for Presentation Time on the PPC Agenda

TOPIC OR TITLE OF PRESENTATION

REQUESTING AGENCY

REQUESTOR/CONTACT PERSON'S NAME	
PHONE NUMBER	
EMAIL ADDRESS	
FAX NUMBER	
PRESENTER'S NAME (IF DIFFERENT FROM ABOVE)	

1ST CHOICE DATE FOR PRESENTATION	
2ND CHOICE DATE FOR PRESENTATION	
AMOUNT OF TIME REQUESTED	
SUPPORT/EQUIPMENT NEEDED	

INSTRUCTIONS FOR PRESENTERS	<ol style="list-style-type: none"> 1. Presenters are required to attach an Abstract and a copy of the proposed Presentation when submitting a request form. Requests will not be considered without an Abstract. 2. Requests without an attached presentation will be considered but will not be assigned a date until a presentation is received and is reviewed by the PPC's Executive Subcommittee. 3. On the day of the presentation, presenters are required to bring to the meeting a minimum of 100 hard copies of their presentation for distribution to PPC members, community members, and OAPP staff. <i>Failure to bring these materials will result in your presentation being postponed until a later date.</i>
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REQUESTOR'S SIGNATURE		DATE	
<i>Your signature indicates that you agree to abide by the Instructions detailed above and that all of the information presented in this request is accurate to the best of your knowledge.</i>			

Please fax this completed request and your Abstract to John Mesta of the Office of AIDS Programs & Policy (OAPP) at (213) 381-8023. For more information, you may call Mr. Mesta at (213) 351-8133 or email ppc@ph.lacounty.gov.

The Executive Subcommittee of the PPC will review your request. PPC support staff will contact you with your presentation date or with the reason your request was denied at this time.