



REQUEST FOR AN NCRA REPRESENTATIVE

Requests MUST be submitted at least **three** months prior to the event. Please email completed form to Laura Butler at lbutler@ncra.org.

SECTION I

NAME OF ASSOCIATION _____

YOUR NAME _____

TITLE _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

() _____

PHONE

() _____

FAX

EMAIL _____

SECTION II

DATES OF CONVENTION _____

CONVENTION LOCATION _____

NAME OF HOTEL _____

ADDRESS _____

() _____

PHONE

EXPECTED NUMBER OF ATTENDEES _____

ARRIVAL DATE OF REPRESENTATIVE _____

SECTION III

Agenda/seminars

BOARD MEETING

The NCRA representative may attend your board meeting.

Please provide the **date and time** of your board meeting: _____

DATE

TIME

NCRA UPDATE

The state association should give the NCRA representative time on the agenda for an NCRA update. If you choose to have a Town Hall meeting, the NCRA update will be included in the Town Hall presentation.

INSTALLATION OF BOARD

The NCRA representative may install the association's new officers and directors. To request this, please check the box above. **Please send the names and positions of your current board members and the incoming board members to your representative as soon as possible.**

CEU SEMINAR

In addition to the NCRA update, would you like your representative to present a seminar?

Yes No

If yes, please select **ONE** of the following:

(To help assure the NCRA representative assigned best fits your requested presentation, please make your selection at the time of submission.)

COMMITTEE ON PROFESSIONAL ETHICS

Do you know what your obligations are under NCRA's Code of Professional Practice? This presentation is designed to give an overview of the basic principles of the Code and how to apply them to common scenarios faced by reporters today. The presentation will include discussion of the Advisory Opinions as promulgated by the Committee on Professional Ethics.

MOTIVATION

Motivation is one of the strong components of success, and knowing how to keep yourself inspired is vital to ensuring the health of your career. Learn how to measure the impact motivation has on your business. Also, learn how to rekindle the spark to deliver the best service possible to your clients as well as potential clients.

NCRF LEGAL EDUCATION PROGRAM

NCRF has created a program to teach law students, attorneys, and judges about the value of making a good record. This presentation has been redesigned to teach your members how to give the presentation to judges, court administrators, attorneys, and law students, which increases awareness of our profession and gives your members the opportunity to have face time with their clients.

PROFESSIONAL PRACTICES

First impressions are key to showcasing your professionalism. You can establish a reputation of being the best in your field by keeping those first impressions going throughout your work with clients. Learn how to use the professional practices you rely on to ensure that the services you provide are delivered with the highest possible quality and that they reflect the reputation you have worked to build.

TECHNOLOGY

Today's new technology is yesterday's news. Staying at the top of your game is vital to your success in the court reporting and captioning arenas. We will explore the impact technology has had on our profession and the importance of staying current with new technology to ensure that you support the services you provide your clients. The presentation includes an overview of some of the latest in hardware and software products.

TOWN HALL MEETING

The NCRA representative may provide a 60-90 minute, CEU-worthy town hall meeting. The town hall provides valuable input to NCRA about driving issues in your locale. *State leaders must be involved in the content/presentation of the town hall in order to assist the NCRA representative on issues in your state.*

What are the **hot topics** in your state? (list below)

OTHER

You may list a topic that you would like to be presented; however, it will be up to the NCRA President's discretion as to approval.

Additional seminars on your agenda can be approved for CEU credit and listed in the CEU calendar if a completed seminar application is submitted to the Office of Continuing Education. **You can find the form here under "Forms for Seminar Providers."**

If you have any questions regarding the approval process, please contact Sandy Bryant, Credentialing Coordinator, at 800-272-6272 or sbryant@ncra.org.

TRANSPORTATION INFORMATION

NEAREST AIRPORT

DISTANCE FROM CONVENTION SITE

Transportation round-trip between airport and convention site:

- Airport/hotel shuttle available Association will provide transportation
 Taxi Rental car Other

FINANCIAL INFORMATION

NCRA will reimburse the official representative to annual conventions of affiliated associations for all necessary **travel** expenses connected with the convention attendance. The affiliated association will:

- provide a complimentary convention registration (including all seminars and social events)
- make hotel arrangements for the representative
- assume hotel and reasonable meal costs

I understand and agree to the above financial arrangements.

SIGNATURE

DATE

INCOMING PRESIDENT

- Current president continues serving with term ending on _____.
- New president with term ending on _____.

INCOMING PRESIDENT

ADDRESS

CITY

STATE

ZIP

()

PHONE

EMAIL

EXECUTIVE DIRECTOR/ASSOCIATION MANAGEMENT FIRM

- N/A

Company:

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

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PHONE

EMAIL

LOCAL SCHOOLS

If time allows, your NCRA representative may visit a school in the area.

School:

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

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PHONE

EMAIL

School:

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

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PHONE

EMAIL