

Professional Development Bid Form Request for Proposal/Call for Conference Speaker

Do not attempt to make changes to the structure or display of this bid form. Bids must include all of the sections contained in this form. Bids that do not include all sections will not be considered. Bids should not include any additional information.

You may enter information only into the gray-shaded areas or click on check boxes. Use the Tab key to move from form field to form field. To copy and paste text, use the Paste option on the Edit toolbar. When text is pasted into the fields, the paragraphs will be preserved, but most other formatting will be lost.

I. Session Information

1. Title

2. Length

3. Inclusive Fee Proposed (*if applicable*)
 \$
4. Session Objectives

5. Session Description (*used for marketing*)

II. Instructor Information

1. Instructor

2. Instructor Qualifications/Biography

3. References

4. Scheduling Preferences
I prefer a Morning Session or an Afternoon Session
I prefer a Day 1 Session or a Day 2 Session
I prefer a Keynote Session or a Breakout Session

III. Bidder Contact Information

1. Company Name

2. Contact Name

3. Address

4. Telephone Number

5. Email

Texas Registered HUB Vendor: Yes No

Federal Tax ID/Vendor ID