NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Information Form for National Representative

This is to be completed by the contact person in the association or district and sent directly to the National Representative as soon as possible. Please send copy of your program, agenda, call to convention, bylaws, and/or other information to help the representative prepare for the event. Most of this material may be covered in a telephone conversation.

Send to assigned National Representative

Name of State Association/District _____

Contact Person _____

Address _____

City, State/Province, Zip Code _____

Home Phone _____

Mobile Phone _____

E-mail Address _____

Web site _____

MEETING INFORMATION

Meeting Date(s) _____

Nearest Airport _____

Meeting Facility _____

Address _____

City, State/Province, Zip Code _____

Phone _____

Approximate number of attendees _____

HOTEL WHERE NAP REPRESENTATIVE WILL BE STAYING
(If different from meeting facility)

Hotel _____

Address _____

City, State/Province, Zip Code _____

Phone _____

NAP REPRESENTATIVE'S SCHEDULE

(Saturday night stay may be required if flying)

Suggested Arrival Day and Time _____

Suggested Departure Day and Time _____

Ground Transportation:

An association member will meet you at the airport _____ Yes _____ No

Taxi companies/phone numbers _____

Hotel shuttle service—phone number _____

Approximate cost
(to be reimbursed by association/district) $_____

Approximate amount of time to allow from airport _____

NAP REPRESENTATIVE'S RESPONSIBILITIES

(Indicate yes, no, or optional)

_____ ***NAP Update (Required by NAP)***
A minimum of 20 minutes is recommended for the NAP Update. If more time is available, please indicate allowed time here: _____

_____ ***Workshop***
The NAP Representative may present a maximum of one workshop. (NOTE: A minimum of at least one more workshop must be conducted by an association/district member.) Indicate preferred topic, amount of time allocated, level of training desired, and anticipated attendance. If the topic to be decided by the representative, indicate what topics have been covered in recent workshops to avoid duplication.

_____ ***Installation of Officers***
The NAP Representative is requested to conduct the installation ceremony.
List outgoing officers (names and titles):

Slate of nominees for office (names and titles):

Amount of time scheduled for installation: _____

Customs of association (e.g. Presentation of President's pin, transfer of gavel, etc.): _____

_____ Attend pre- and/or post-convention board meetings, meal functions, etc.

List other responsibilities and additional information as necessary.