



2004 COBRA & HIPAA Technical Session

APPLICATION AND CHECKLIST

Requested Tech Session Date	1 st Choice - 2 nd Choice -		
Sponsoring Organization Info			
Organization's Legal Name:			
Contact:			
Full Mailing Address:			
Phone:			
Fax:			
Email:			
URL:			
Organization's Tax ID			
Seminar Information			
Name of Seminar Facility			
Contact:			
Full Mailing Address			
Phone:			
Fax:			
Email:			
URL:			
Participant Registration Time:			
Technical Session:	Start:	AM PM	Stop: AM PM
Number of participants:			

3

Audio Visual Requirements:

Due to increased airport security restrictions, it has become very difficult to travel with the necessary A/V equipment required for the COBRA & HIPAA Technical Session. Because of this, we ask that the facility have the following items ready on the day of the presentation:

1. Projector and cables (non-USB) capable of connecting to a PC laptop for a PowerPoint presentation
2. Projector Screen with stand
3. Power strip with extension cord(s)
4. Public Address system (if necessary)

Things To Remember:

1. Be sure to coordinate with COCO if we are to secure CE credits. The additional fee is \$4.00 per attendee.
2. Be sure to inform potential attendees of the upcoming seminar at least 3 times before presentation date.
3. Be sure to complete the Application and forward to COCO at least 60 days prior to seminar. Also, to finalize your application please include the non-refundable deposit of \$500 with your application.
4. All presentation dates on are a "first come, first serve" basis. Be sure to book your time early.
5. Please be sure designate one contact person within your organization for COCO. This is very helpful in coordinating travel plans and itineraries.
6. Report any changes to COCO as soon as possible.