Bowling Green Technical College
Approval Form to Present at Conferences

Instructions:
1. Complete this form and submit for prior approval.
2. If approved, return form to the employee making the request.

Presenter information

- Name: _____
- Event: _____
- Location: _____
- Date of Event: _____
- Cost: _____ Source of Funds: _____

Provide a brief description of the proposed presentation:

_____
_____
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_____

Employee: _____ Date:_____

Supervisor: _____ Date:_____

Senior Leadership Team Member: _____ Date:_____

President: _____ Date:_____