

## MACIE AGENDA PRESENTATION REQUEST

The MACIE agenda is open for informational presentations during a one-hour section of the agenda. There is also the "new business" section of the agenda reserved for potential board action items. Please fill out this form to request to be placed on the agenda.

Name of person presenting: \_\_\_\_\_

Contact Information: Phone \_\_\_\_\_ Email \_\_\_\_\_

Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Select one: Presentation \_\_\_\_\_ New Business \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Description of Presentation, including action requesting the advisory council to take:

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Technology Requirements: Please list what you will need for presentation

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Return with attachments by January 20, 2021 (meeting is February 10, 2021) to Joan Franke - [jfranke@mt.gov](mailto:jfranke@mt.gov)  
Office of Public Instruction  
PO Box 202501  
Helena MT 59620-2501  
(406) 444-3924 (fax)

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Agenda date: \_\_\_\_\_

Allotted time-slot: \_\_\_\_\_

Approved by Chairperson: \_\_\_\_\_

Checklist for presentation:

\_\_\_\_\_ AISA emailed presenter their time-slot information

\_\_\_\_\_ Presenter has sent in hand-outs/information for the board packets by deadline requirement