



The NCRA State Leadership Seminars program is a special opportunity for state association leaders to request a presentation or special content for their membership. Seminars will be presented live to state associations and are delivered by NCRA subject-matter experts.

### Request for an NCRA representative

We ask that you submit this form at least **three** months prior to the event, if possible. Please email completed form to Laura Butler at [lbutler@ncra.org](mailto:lbutler@ncra.org).

## SECTION I

NAME OF ASSOCIATION

YOUR NAME ASSOCIATION TITLE

STREET ADDRESS

CITY STATE ZIP

PHONE FAX EMAIL

## SECTION II

Virtual meeting

DATES OF EVENT

VENUE LOCATION

NAME OF HOTEL WHERE REPRESENTATIVE WILL STAY IF NOT THE SAME AS VENUE

STREET ADDRESS

CITY STATE ZIP

PHONE

EXPECTED NUMBER OF ATTENDEES

EXPECTED ARRIVAL DATE OF REPRESENTATIVE

## SECTION III

### Agenda/seminars

#### NCRA UPDATE

The state association will give the NCRA representative time on the agenda for an NCRA Update.

Please choose one of the following:

- NCRA Update (verbal only; minimum of 15 minutes)
- NCRA Update (60-minute presentation with PowerPoint - no CEUs)

#### CEU SEMINAR

You may request that your NCRA representative present **ONE** seminar. Additional seminar requests must be approved in advance and will be taken into consideration. Please note additional seminar requests in your cover email.

**These PowerPoints are the sole property of NCRA and should not be shared, printed, or presented without the consent of NCRA. Video recording of any seminar is prohibited.**

When you request an NCRA representative to attend your conference they should be scheduled to present during your premier (primary or main) day of seminars.

**Please check only one.**

#### Professional Practices

This presentation focuses on first impressions and how they are key to showcasing your professionalism. You can establish a reputation of being the best in your field by keeping those first impressions going throughout your work with clients. Learn how to use the professional practices you rely on to ensure that the services you provide are delivered with the highest possible quality and that they reflect the reputation you have worked to build. (Ref. Article III, Sect. 3.09 of the CE Program Rules)

#### Technology

Today's new technology is yesterday's news. Staying at the top of your game is vital to your success in the court reporting and captioning arenas. We will explore the impact technology has had on our profession and the importance of staying current with new technology to ensure that you support the services you provide your clients. The presentation includes an overview of some of the latest in hardware and software products. (Ref. Article III, Sects. 3.04 & 3.05 of the CE Program Rules)

#### Motivation

Motivation is one of the strong components of success, and knowing how to keep yourself inspired is vital to ensuring the health of your career. Learn how to measure the impact motivation has on your business. Also, learn how to rekindle the spark to deliver the best service possible to your clients as well as potential clients. (Ref. Article III, Sect. 3.10 of the CE Program Rules)

#### NCRA A to Z<sup>®</sup> program

NCRA A to Z<sup>®</sup> program briefing: Learn how and who to contact to bring a court reporting program to your state; how the NCRA A to Z<sup>®</sup> program can assist in recruitment.

## NCRA STRONG

The NCRA STRONG Committee provides strategies to promote stenographic captioning and reporting as the best means of securing the record and outlines tactics to combat false proclamations that digital audio recording (DAR), automatic speech recognition, (ASR), and artificial intelligence (AI) are equal to or superior to stenographic means. (Ref. Article III, Sect. 3.02 of the CE Program Rules)

## Government Relations

Advocacy Training: The basics of building your coalition and how to harness your membership to accomplish legislative goals will be covered, including a Politics 101 briefing and an overview of state government. (Ref. Article III, Sect. 3.02 of the CE Program Rules)

## Legal, Code of Professional Ethics

NCRA's legal staff brings you up to date on what your obligations are under NCRA's Code of Professional Ethics. This presentation is designed to provide an overview of the basic principles of the Code and how to apply them to common scenarios faced by reporters today. Includes a discussion of the Advisory Opinions as promulgated by the Committee on Professional Ethics. (Ref. Article III, Sect. 3.09 of the CE Program Rules)

## Town Hall Meeting (No CEUs will be awarded.)

The NCRA representative may provide a 60-90 minute town hall meeting. The town hall provides valuable input to NCRA about driving issues in your locale. State leaders must be involved in the content/presentation of the town hall in order to assist the NCRA representative on issues in your state.

What are the **hot topics** in your state? (list below)

Additional seminars on your agenda can be approved for CEU credit and listed in the CEU calendar if a completed seminar application is submitted to the Office of Continuing Education. [The form can be found here.](#)

If you have any questions regarding the approval process, please contact Sandy Bryant, Credentialing Coordinator, at 800-272-6272 or [sbryant@ncra.org](mailto:sbryant@ncra.org).

## BOARD MEETING

The NCRA representative may attend your board meeting.

Please provide the **date and time** of your board meeting:

\_\_\_\_\_ DATE

\_\_\_\_\_ TIME

**INSTALLATION OF BOARD**

If you would like the NCRA representative to install the association's new officers and directors, please check the box above and complete the following information.

The current board remains in effect through \_\_\_\_\_  
MONTH YEAR

Please list below your current board as well as the incoming board.

**Current board members:**

**Incoming board members:**

_____ PRESIDENT	_____ EMAIL	_____ PRESIDENT	_____ EMAIL
_____ PRESIDENT-ELECT	_____ EMAIL	_____ PRESIDENT-ELECT	_____ EMAIL
_____ VICE PRESIDENT	_____ EMAIL	_____ VICE PRESIDENT	_____ EMAIL
_____ SECRETARY-TREASURER	_____ EMAIL	_____ SECRETARY-TREASURER	_____ EMAIL
_____ IMMEDIATE PAST PRESIDENT	_____ EMAIL	_____ IMMEDIATE PAST PRESIDENT	_____ EMAIL

*Notes:*

## TRANSPORTATION INFORMATION

N/A - Virtual meeting

NEAREST AIRPORT

DISTANCE FROM CONVENTION SITE

Transportation round-trip between airport and convention site:

- Airport/hotel shuttle available       Association will provide transportation
- Taxi/Uber       Other

## FINANCIAL INFORMATION

N/A - Virtual meeting

NCRA will reimburse the official representative to annual conventions of affiliated associations for all necessary **travel** expenses connected with the convention attendance. The affiliated association will:

- provide a complimentary convention registration (including all seminars and social events)
- make hotel arrangements for the representative
- assume hotel and reasonable meal costs

**I understand and agree to the above financial arrangements.**

SIGNATURE

DATE

## EXECUTIVE DIRECTOR/ASSOCIATION MANAGEMENT FIRM

N/A

**Company:**

CONTACT PERSON

STREET ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

## LOCAL SCHOOL

If time allows, your NCRA representative may visit a school in the area. Please complete the following:

N/A - Virtual meeting

**School:**

CONTACT PERSON

STREET ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL