

The NCRA Engagement Program for Affiliated Associations fosters strong connections between the NCRA Board and affiliated associations by having board members actively participate in affiliated association annual meetings.

## NCRA Engagement Program for Affiliated Associations

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*.

**EXPECTED NUMBER OF ATTENDEES** 

SECTION I					
NAME OF ASSOCIATION					
YOUR NAME		ASSOCIATION TITLE	ASSOCIATION TITLE		
STREET ADDRESS					
CITY		STATE	ZIP		
PHONE	FAX	EMAIL			
SECTION II					
		□ Vir	tual meeting		
DATES OF EVENT					
VENUE LOCATION					
NAME OF HOTEL WHERE REPRESE	NTATIVE WILL STAY IF NOT THE SAME AS	VENUE			
STREET ADDRESS					
CITY		STATE	ZIP		
PHONE					

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 (minimum of 15 minutes).

☐ I acknowledge that the NCRA representative will be given time to present an NCRA update.

#### 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. 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.

#### From Chaos to Calendar: Timing is Everything

This session is designed to help participants transform disorganized schedules into structured, efficient time management systems. Through practical strategies, proven techniques, and interactive discussions, attendees will learn how to prioritize daily tasks, optimize calendars, and maintain productive habits. You will walk away with a clearer, more sustainable approach to managing time effectively. (Ref. Article III, Sect. 3.08(c) and Sect. 3.10(c) of the CE Program Rules.)

#### Legal, Code of Professional Ethics

NCRA 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)

#### 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)

#### **Promoting Our Profession**

NCRA brings an engaging and insightful seminar designed to equip you with the tools and strategies to effectively Promote our Profession of stenography at career fairs and legal conferences. Whether you're a seasoned stenographer, a recent graduate, or an industry advocate, this session will provide valuable techniques for showcasing the unique and critical role stenographers play in the legal field, the deaf and hard-of-hearing community, entertainment and education fields. (Ref. Article III, Sect. 3.02(m) 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)

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*.

## **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** The NCRA representative would welcome the opportunity to install the association's new officers and directors. ☐ Yes, we would like the NCRA representative to install our new Board of Directors. New terms expire: \_ ☐ The Board remains the same for the ensuing year. **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** Comments: HOTEL Hotel reservations for the representative should be made for the entire convention. ☐ I acknowledge to contact representative to confirm arrival and departure dates.

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FINANCIAL INFORMATION		
□ N/A - Virtual meeting		
NCRA will reimburse the official representative <b>travel</b> expenses connected with the convention		•
<ul> <li>provide a complimentary convention</li> <li>make hotel arrangements for the re</li> <li>assume hotel and reasonable meal of</li> </ul>	presentative	I seminars and social events)
☐ I understand and agree to the above find	ancial arrangements.	
SIGNATURE	DATE	
EXECUTIVE DIRECTOR/ASSOCIATION MANAGE		
□ N/A	PEMIENI FIRM	
Company:		
CONTACT PERSON		
STREET ADDRESS		
СІТУ	STATE	ZIP
PHONE	EMAIL	
LOCAL SCHOOL		
If time allows, your NCRA representative may vi	sit a school in the area. Pl	ease complete the following:
□ N/A - Virtual meeting		
School:		
CONTACT PERSON		
STREET ADDRESS		
СІТУ	STATE	ZIP
PHONE	EMAIL	