NCRA Affiliated Association Engagement Program

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*.

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 (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.)

___ **Dress for Success: It's more than what you wear**
Professionalism goes far beyond appearance. This seminar explores how attitude, demeanor, first impressions, body language, and interactions with colleagues shape your professional image. It also examines how social media presence and online behavior can impact your reputation. Building on these principles, the seminar highlights how professionalism, confidence, and credibility strengthen advocacy efforts and your ability to represent and advance the court reporting profession at the local, state, and national levels. (Ref. Article III, Sect. 3.09 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**
As AI and technology reshape the legal landscape, court reporters must understand both the tools and their irreplaceable role. Technology: AI, Digital Workflows, and the Future of Human Expertise provides practical strategies for AI readiness, realtime, security, and branding, reinforcing why court reporters remain the gold standard for the legal record. (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.

TRANSPORTATION

☐ 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 _____