



## **Request to Present - Continuing Education**

Instructor Policy: The Education Director or the Education Committee must approve all instructors. Instructors must adhere to the terms and conditions identified in their Instructor Agreement as well as all applicable Dallas BA policies. Presentations must be provided to the Education Director at least three (3) days prior to the class. The Education Committee, the Committee Chair or the Director of Education must approve the curriculum content prior to the date of the class. Instructors shall not use class time to promote themselves or a product or service that they have a vested interest in. The Dallas BA will not tolerate the use of profanity or discriminatory remarks of any nature during class. Cancellation notification must be given in written format 48 hours in advance.

Name:

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Company:

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Phone Number:

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Email Address:

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Purpose of Program:

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Subject Matter (description of content):

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Speaker's Qualifications (please attach bio):

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