



For OSDBU Review Only
 Decision: _____
 Review Date: _____
 Reviewers: _____

LEARNING SESSION INFORMATION REQUEST

PURPOSE: To provide information that will help improve VOSBs procurement readiness. These sessions are categorized as one of three tracks (Please select the appropriate track for each of your proposed sessions):

- **Track 1 Business Development**
- **Track 2 Doing Business with Federal Agencies and Commercial Companies**
- **Track 3 Advanced Procurement Strategies**

SPEAKER INFORMATION

Primary Speaker
 Name: _____
 Co-Speaker
 Name (s): _____
 Agency/Company: _____ Department: _____
 Email: _____
 Telephone: _____
 Mobile Phone: _____
 Title of Proposed
 Session: _____
 Preferred Date(s)
 and Time(s) Nov 1: _____ Nov 2: _____ Nov 3: _____

ABSTRACT OF PROPOSED SESSION (REQUIRED)

DESCRIBE YOUR TARGET AUDIENCE AND RECOMMENDED SESSION TRACK

DO YOU DISTRIBUTE MARKETING COLLATERAL?

ADDITIONAL INFORMATION

FORM REV. 9/16/16

PLEASE EMAIL COMPLETED FORM AND PHOTO (.JPEG) TO ATTENTION: NVSBE@VA.GOV

TO QUALIFY FOR THE SPECIAL ONE DAY SPEAKER REGISTRATION FEE YOUR PROPOSED ABSTRACT MUST BE APPROVED BY THE OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU) BEFORE REGISTERING FOR NVSBE. (THIS SPECIAL FEE IS OFFERED TO ONE SPEAKER FOR ONE DAY ONLY WHOSE ABSTRACT HAS BEEN APPROVED.)