

Select DL and topic from database



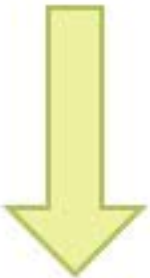
Contact the DL for their availability



Confirm with the DL what your Chapter will reimburse



Send Participation Form to RVC and HQ



Receive confirmation from HQ



Discuss airfare, hotel, food, taxi