

Lower Mainland LGA - Conference Session Proposal Guide

Proposal Guidelines

The submission proposal process is comprised of the following steps:

- PROPOSALS RECEIVED UNTIL JANUARY 15, 2018
- CONFERENCE COMMITTEE DELIBERATES
- PROPONENTS ARE INFORMED OF RESULTS BY FEBRUARY 28, 2018

CRITERIA

1. Proposals must be submitted following the application process provided by LMLGA.
2. LMLGA will accept applications until January 15, 2018 only.
3. The application must be emailed to sparsons@rareaffairs.ca and jjustason@ubcm.ca
4. All questions/fields of form must be completed.

COMMITTEE DECISION

The LMLGA Convention Committee will carefully weigh all proposals to determine which contribute the most to delegate knowledge and which contain subject matter currently relevant to Lower Mainland Local Governments.

Contact: Sherryl Parsons – LMLGA Conference Coordinator
sparsons@rareaffairs.ca or (604) 968-5764

2018 CONFERENCE SESSION APPLICATION FORM

1. **NAME OF ORGANIZATION(s):**
2. **Contact Person NAME:**
3. **Contact Person PHONE & EMAIL:**
4. **TITLE OF SESSION:**
5. **SUBJECT MATTER:** (e.g. health / environment)
6. **PREFERRED SESSION LENGTH:**
7. **SESSION DESCRIPTION:** (125 words or less)
8. **PROPOSED SESSION PARTICIPANTS / PRESENTERS:**
9. **ANTICIPATED AUDIO/VISUAL NEEDS:** (Include a list of what you can provide yourself.)