

# Lower Mainland LGA - Conference Session Proposal Guide

---

## Proposal Guidelines

The submission proposal process is comprised of the following steps:

- PROPOSALS RECEIVED UNTIL JANUARY 18, 2019
- CONFERENCE COMMITTEE DELIBERATES
- PROPONENTS ARE INFORMED OF RESULTS BY FEBRUARY 27, 2019

### CRITERIA

1. Proposals must be submitted following the application process.
2. The Lower Mainland LGA will accept applications until January 14, 2019 only.
3. The application must be emailed to [sparsons@rareaffairs.ca](mailto:sparsons@rareaffairs.ca) and [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)
4. All questions/fields of form must be completed.

### COMMITTEE DECISION

The Lower Mainland 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 of Rare Affairs Event Management & Event Manager to the Lower Mainland LGA. Email: [sparsons@rareaffairs.ca](mailto:sparsons@rareaffairs.ca) or Call: (604) 968-5764.

### 2019 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: