



ILCMA CONFERENCE PROPOSAL FORM

The Illinois City/County Management Association is seeking proposals for the ILCMA Winter and Summer Conferences. Conference dates and locations can be found on the [ILCMA website](#). For your suggestion to be considered for inclusion, please complete the form below and email it to Dawn Peters at dpeters@niu.edu. Proposals for the winter conference should be received by **August 15**; proposals for the summer conference should be received by **September 30**. Sessions should be “educational” or “informational” in scope and not used to “sell” a product or service. Additionally, attendees like to hear the “how to” rather than just “why” to do something. Member panels are also encouraged.

All topic/session suggestions must be submitted on this form. Each topic/session suggestion must be submitted on its own form.

Your Contact Information	
Name:	
Title:	
Firm/Company:	
City:	State:
Phone:	E-mail:
Please check for which conference you would like to submit a proposal:	
<input type="checkbox"/> Winter Conference (1 hour 15 minute session)	
<input type="checkbox"/> Summer Conference (1 hour 15 minute session)	
<input type="checkbox"/> Either Conference	
<input type="checkbox"/> Professional Development Seminar (2 hour 30 minute session)	
Session / Topic Information	
Do you require a session meeting room with Audio/Visual equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Note: A/V equipment means a projector, laptop, screen and electrical cords to run PowerPoint presentations.	
Topic / Session Title (be creative):	

Please provide a short (5 to 8 sentences) description of the topic /session you are submitting for consideration:

Please provide 3 – 4 learning objectives for this session:

Conferences sessions are presented in 1 hour 15 minute blocks.
Will this topic require an additional time block?
 Yes No

Session Format:
 Panel with Moderator
 Single Person Session
 Roundtable

Is there a speaker fee? If so, what is the fee?

SPEAKER INFORMATION

Do you wish to participate as a presenter in this session? Yes No
If yes, please provide a short bio (no more than 10 sentences)

Do you have suggestions for additional speakers? Yes No
If yes, please complete the following section.

Who are you suggesting to speak on this panel? Please provide each person's name, contact information and short bio (no more than 10 sentences).

ALL PRESENTERS WILL BE EXPECTED TO MEET DEADLINES SET BY ILCMA!

Speaker #1

Name:

Title:

Firm/Company:

City:

State:

Phone:

E-mail:

Bio:

Speaker #2

Name:

Title:

Firm/Company:

City:

State:

Phone:

E-mail:

Bio:

Speaker #3

Name:

Title:

Firm/Company:	
City:	State:
Phone:	E-mail:
Bio:	

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