



## ILCMA CONFERENCE PROPOSAL FORM

The Illinois City/County Management Association is seeking proposals for the ILCMA Winter and Summer Conferences. This year the winter conference will be held **Feb. 5 - 7, 2025 at the Marriott in Normal, IL**. The summer conference will be held as a from **June 3 - 5, 2025** at the iHotel in Champaign, IL.

For your suggestion to be considered for inclusion, please complete the form below and email it to Dawn Peters at [dpeters@niu.edu](mailto:dpeters@niu.edu). Proposals for the winter conference should be received by **August 15, 2024**; proposals for the summer conference should be received by **September 30, 2024**. 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 – 1 hour 15 minutes)			
Is this a keynote or concurrent session proposal?		Keynote	Concurrent Session
<input type="checkbox"/> Summer Conference (1 – 1 hour 15 minutes)			
Is this a keynote or concurrent session proposal?		Keynote	Concurrent Session
<input type="checkbox"/> Either Conference			
<input type="checkbox"/> Professional Development Seminar In-person (2.5 – 4 hours)			
<input type="checkbox"/> Professional Development Webinar (1 – 1.5 hours)			
Session / Topic Information			
Do you require a session meeting room with Audio/Visual equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Note:</b> 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?

The Illinois City/County Management Association is committed to fostering, cultivating and preserving a culture of diversity, equity, inclusion and belonging where all board members, staff, volunteers, and members feel respected and valued regardless of **gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias.**

How, if at all, will you incorporate DEIB into your session?

- Diversity in speaker/panelist selection
- DEIB content will be incorporated into the session
- Other? Please explain:

## 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 WCMA!**

### Speaker #1

Name:

Title:

Firm/Company:

City:

State:

Phone:

E-mail:

Bio:

### Speaker #2

Name:

Title:	
Firm/Company:	
City:	State:
Phone:	E-mail:
Bio:	
<b>Speaker #3</b>	
Name:	
Title:	
Firm/Company:	
City:	State:
Phone:	E-mail:
Bio:	

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