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##  SPEAKER PROPOSAL FORM

##  CTEC CONFERENCE – 2022

Proposal Submissions are used to select sessions for the CTEC 2022 Conference**,**

**Nov. 17 - 19 at the Canmore Coast Resort.**

# Proposal submission must be emailed to conferencedirector@ctecalberta.ca. Once your proposal has been reviewed a confirmation email and a speaker contract will be sent if your proposal is successful.

# Contact Information

# Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Address: \_\_\_\_\_\_\_\_\_\_\_\_\_ School phone:

# City/Prov: \_\_\_\_\_\_\_\_\_\_\_\_ Cell phone:

# Postal Code:

**Speaker & Session Information**:

Please complete the information below for all speakers at the session. They will be listed in the Conference Program.

Speaker #1 (First Name /Surname) Other Co-presenter Names:

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Your Session:** (10 words max.)

# Subject Category:

# BIT – Business, Administration, Finance & Information Technology Specific \_\_\_\_\_\_ TMT – Trades, Manufacturing & Transportation Specific \_\_\_\_\_ HRH – Health, Recreation & Human Services Specific \_\_\_\_\_ MDC – Media, Design & Communications Arts Specific \_\_\_\_\_ NAT – Natural Resources Specific \_\_\_\_\_

# CTF – Career and Tech Foundations Specific \_\_\_\_\_

# GEN – General Educational Sessions Specific \_\_\_\_\_

# Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Description of Presentation to appear in the Conference Program

# Speaker’s Biography

Please note any relevant biographical information to be included in the Conference Program Book; Speaker’s Biography is limited to 300 characters. CTEC reserves the right to edit Speaker’s Biography.

#### PREFERENCES (we reserve the right to place session according to availability of facilities)

**Time Block**

 Fri am - Field Trips Fri pm Sat am No Preference

**Length of Session**

30 min. 60 min. Half Day (2.5 hrs)

X

Would you be willing to repeat your session? Yes No

**Intended Capacity** \_\_\_\_\_\_\_ Maximum Delegates Minimum Delegates

**Type of Session**

 Lecture Workshop Round Table Other \_\_\_\_\_\_\_\_\_\_\_

**Do you want your session to be pre registered**

 Yes No Length of time for final number

**Audio-visual needs**

LCD Projector Internet No AV Needed **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NOTE: \*\*\*\*\* We are unable to provide computers for presenters.

# Honoraria and Expenses - Choose the one that is applicable to your session above only!

Gift ($50 Value) - 30 minute session

Conference Registration waived $300 value

Can only be applied to one presenter per session! This excludes the meal package.)

# *The CTEC Council is unable to pay for photocopying, parking and hotel costs (meals & rooms) for the presenter(s).*

# Thank you for your proposal