Pre- and Post- Conference Session Proposal Application Form

DEADLINE: NOVEMBER 24, 2019

Organizer Information

Name of sponsoring committee, section or organization:

_____

Primary contact
Name: _____

E-mail: _____

Phone: _____

Secondary contact
Name: _____

E-mail: _____

Phone: _____

Event Information

Title of Event: *Use a short, specific title, and standard abbreviations. The title may be a maximum 100 characters in length.*

_____

Proposed date: ◯ Wednesday, June 3 ◯ Sunday, June 8

Proposed hours: _____

Event description: A brief description is required which will be used as promotional text for the preliminary program, app and website. Descriptions may be a maximum of 500 characters (2-3 sentences) in length.

_____

Learning objectives: Please provide 3 learning objectives outlining what participants will take away from the event.

1. _____

2. _____

3. _____

Format of Presentation: _____
Indicate if the session will be didactic, a panel discussion or workshop. Attach a tentative outline of the workshop if one is available.

Expected attendance: _____

Will the session(s) be accredited? ◯ Yes ◯ No

Target audience: _____

Relevance to CPS Members/ conference attendees. How does your session align with the CPS Conference and our organization's strategic priorities?

_____

Speakers *(include name, email address and institution)*

Name: _____

Email: _____

Institution: _____

Name: _____

Email: _____

Institution: _____

Number of meeting rooms required: 1

Room set-up:
If more than one room has been requested, please specify the set-up for each room. ***Note:*** *the set-up can not be changed during the day without incurring additional set-up costs. (Setup examples: theatre, round tables, classroom)*

Room 1 setup:

Room 2 setup:

Room 3 setup:

Will the event be receiving any sponsorship or other financial support? ◯ No ◯ Yes
If yes, list the organization and amount of support

Organization: Sponsorship: $

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The completed application form and detailed budget template must be submitted to meetings@cps.ca by no later than November 24, 2019, 11:59 p.m. PST.

For more information

CPS Education Department
613-526-9397 ext. 248
meetings@cps.ca