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**Call for PrOPOSALS**

**InformOntario**

***2017 Education & Networking Symposium***

**Tuesday, May 30 & Wednesday, May 31, 2016**

**The George (George Brown College Residence)**

**80 Cooperage St, Toronto, ON M5A 0J3**

**Selection of Presenters**

Final selections will be based upon the information provided, the training needs of Symposium attendees, and the topic’s fit with this year’s theme:

***People, Purpose & Passion***

*We are particularly looking for presentations outlining tools, strategies and creative solutions to situations that will meet the needs of more experienced I&R practitioners.*

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| **Submission deadline is February 27, 2017**  **(send submissions to info@informontario.on.ca)** |

We may not able to accept all proposals because we invariably receive more proposals than available timeslots. Want to discuss a workshop idea? Please contact us: info@informontario.on.ca

**THE COMPLETED FORM MUST BE RETURNED VIA E-MAIL IN WORD FORMAT**

The information in this proposal is required to allow for an informed assessment.

**Selected presenters will be informed no later than February 27, 2017.**

**Presenter Information**

**Name**:

**Organization**:

**City**:

**Email**:

If there is more than one presenter, please complete the following for **each** additional presenter:

**Name**:

**Organization**:

**City**:

**Email**:

**Background and qualifications of presenter(s)**

Please provide a *brief* biographical sketch of current responsibilities and experience of **each** presenter.

**Workshop Title:** Please select a title that gives a good idea of the content

**Workshop Length:** The average length is 45 to 60 minute sessions so please plan accordingly. If the workshop requires more time, please indicate.

Workshop requires  amount of time

**Previous Presentation Experience**

If you have delivered this presentation before, that is not a bad thing! In fact, it might be a benefit as it has been practiced on an audience. We would just like to know in order to help make decisions.

Has this presentation been delivered at an I&R conference within the past three years?

Yes  No

Has this presentation been delivered at any conference/event within the past three years?

Yes  No

**Workshop Content Area**

Please enter the ONE program track that you feel most closely matches the content of your presentation proposal.

I&R Service Delivery  Resource Database  Management  Initiatives

Technology  Adapting to External Changes  Professional Development

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workshop Objectives**

State clearly and concisely the intended measurable learning outcomes **using bullet form**. Try to complete these objectives using active verbs (for example, *“to describe three ways an I&R program can …” as opposed to “to better understand how an I&R program can …”*).

After attending this workshop, participants will be able to:

**Workshop Description for Program**

In around 80 words or less, please describe the major concepts of your workshop and the target audience. **This will serve as the basis for a description in the Symposium program (length at discretion of program editor). It is VERY important that this description match the intended presentation as people attend workshops based on the expectations provided by these descriptions.**

Also make sure that your description attracts the appropriate audience (for example, “this material is only relevant to an I&R call centre that has more than 20 staff”) and that it attracts the correct knowledge level (for example, “this session is only relevant to resource specialists indexing with the Taxonomy at an advanced level”). The description should also give some idea of the methodology/format of the session.

**Audio-Visual Equipment/Internet Connections**

Each Symposium location provides its own unique set of presentation equipment. If your workshop is selected, you will be notified about equipment on-site, and arrangements will be made regarding other needs.

Thank you for completing this proposal.

Please note that should you be selected to present at the 2017 InformOntario Symposium,

you will be notified when your workshop is scheduled and the following is expected:

* All presenters will be asked to provide an electronic copy of their PowerPoint presentation or handouts as applicable.  These will be made available for free to Symposium attendees immediately after the event and to all InformOntario members, a few months after the event.
* If possible, we are also requesting copies of your presentation and applicable handouts be available for distribution to the people attending your workshop.
* **If you plan to attend other workshops and events at the Symposium as well as present a workshop, *then you must register for the Symposium*.**

**We are sorry but there are no special rates for presenters.**

If you have questions, please contact Barbara McLachlan at [info@informontario.on.ca](mailto:info@informontario.on.ca) or call 519-990-9436 (voice mail).

Entering your name below affirms your agreement to abide by the terms and conditions of the InformOntario Symposium and the selection process.

**Name**:

**Date**:

THANK YOU!!!!