



WCMA CONFERENCE PROPOSAL FORM

The Wisconsin City/County Management Association is seeking proposals for the WCMA Winter and Summer Conferences. This year the winter conference will be held Feb. 24 – 26, 2021 at the Hotel Retlaw in Fond du Lac. The summer conference will be held June 23-25 at The Kalahari in the Dells. Sessions typically run for 1.25 - 1.5 hours.

For your suggestion to be considered for inclusion, please complete the form below and email it to WCMA at WCMA@niu.edu. Proposals for the winter conference should be received by September 1, 2020; proposals for the summer conference should be received by October 30, 2020. Sessions should be “educational” or “informational” in scope and not used to “sell” a product or service.

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	
<input type="checkbox"/> Summer Conference	
<input type="checkbox"/> Either Conference	
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 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:

Speaker #3

Name:

Title:

Firm/Company:

City:

State:

Phone:

E-mail:

Bio:

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