



BC Non-Profit  
Housing Association

## Conference Session Proposal Template

BCNPHA 18<sup>th</sup> Annual Conference  
*Advancing Housing Solutions – The Non-Profit Way*  
**November 22, 23 and 24, 2010**

Sheraton Vancouver Airport Hotel, 7551 Westminster Highway, Richmond

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1. **Session Title:** \_\_\_\_\_

2. **Indicate the Session Format and Presenter Information by selecting *one* of the following options:** (*Note: only 2 people max. permitted for facilitating presentations, workshops or forums*)

- a.  **PRESENTATION** involves an expert speaker who provides information on the topic in a lecture format, with a question and answer period at the end.

**Presenter(s) name:**

I will be the only presenter (your name): \_\_\_\_\_

I will be co-presenting with: \_\_\_\_\_

- b.  **WORKSHOP** involves a developed curriculum facilitated by a trained instructor. Generally, workshops are interactive and involve a variety of instructional techniques.

**Presenter(s) name:**

I will be the only presenter (your name): \_\_\_\_\_

I will be co-presenting with: \_\_\_\_\_

- c.  **FORUM** involves a broad general topic, such as 'Board Governance', and provides an opportunity for participants to bring their concerns, questions, and ideas for discussion or information. There is no set agenda, and the facilitator is an expert in the field who can skillfully guide the group discussion.

**Presenter(s) name:**

I will be the only presenter (your name): \_\_\_\_\_

I will be co-presenting with: \_\_\_\_\_

- d.  **PANEL DISCUSSION** involves 15-minute presentations per panelist (who are experts on the topic) followed by a question and answer period. A moderator introduces the topic and the panelists, acts as timekeeper, and manages the question and answer period.

**Suggested Moderator and Panelists (4 max. in total):**

\_\_\_\_\_  
\_\_\_\_\_

*Note: BCNPHA reserves the right to alter panel representation*

3. **Session Length:**

Indicate your preferred choice:

- 1.5 hours       3 hours

4. **Audience Experience Level:**

Please indicate which level of knowledge and experience would be relevant to those attending the presentation:

- Introductory (new to the housing sector and have a basic level of topic knowledge)  
 Intermediate (some experience in the housing sector and some level of topic knowledge)  
 Advanced (lengthy experience in the housing sector and high level of topic knowledge)

5. **Session Description and Rationale:**

On a separate page, please outline the following details for your session:

a) **Abstract**

Provide a 150 word (max.) paragraph summarizing the purpose and content of the session, and indicate who the intended audience is. (This paragraph will be used in BCNPHA's conference promotional material, subject to editing.)

b) **Objectives**

Provide a brief overview of session objectives, including 3-4 specific learning objectives.

c) **Contribution**

Explain how the session will contribute positively to the BCNPHA Conference.

d) **Speaker Biography**

For each speaker, please include a brief biography which includes the following:

- Name
- Position and employer
- Address
- Phone, email, and fax
- Professional certification (if any)
- Familiarity with target audience/affordable housing issues.

**Audio-Visual Note:** *BCNPHA is happy to provide standard audio-visual equipment which includes a LCD projector, laptop, screen and flipchart with markers. Please specify any audio-visual required other than the standard, and explain the need for the request. Note: Special requests are subject to availability and cost and therefore are not guaranteed.*

Proposal submitted by (print or type name): \_\_\_\_\_

Phone and email: \_\_\_\_\_

Date: \_\_\_\_\_

Deadline for receipt of proposals is **March 15, 2010**. Successful applicants will be contacted by April 15, 2010. Submit your Proposal via email, fax or mail to Kate Nielsen, Education Program Coordinator. Questions? Contact Kate at [kate@bcnpha.ca](mailto:kate@bcnpha.ca).

*BCNPHA thanks you for your interest.*