



NAVIGATING AN
UNCERTAIN FUTURE
2023 OCTOBER
15 - 17
JASPER, ALBERTA

DEADLINE
4:00 PM
WEDNESDAY
MAY 10, 2023

CALL FOR PROPOSALS – CHECK LIST

CHECK IF
COMPLETE

1. Title of Presentation (50 characters max)

2. Session Description (200 words)
 - a. Explain the format of the proposed session (in-person or virtual)
 - b. Outline content
 - c. Key takeaways
 - d. Why attendees should choose your session

3. Contact details (name, company/organization, contact information, brief bio (80 words max per presenter))

4. Session block of time is 1.25 or 1.5 hour. Suggested session length (flexible) to be 45+ minutes with 30 minutes for question/answer period.

5. Describe the tools used to accompany your verbal presentation – pptx; video: OR will it be a panel or workshop format.

6. Provide approval for your session to be recorded.



**SUBMIT THIS CHECKLIST
WITH YOUR PROPOSAL VIA EMAIL TO:
LINA ELSETOUHY, CONFERENCE CO-CHAIR
LINA.ELSETOUHY@WSP.COM**