 

**How to propose an ILA MEET-UP**

**The ILA Meet-Up** is an online event to provide ILA members with a more casual opportunity to “Meet-Up” to discuss their projects, interests, concerns, or - just be social. The aim is to enable members to get to know each other.

If you have an idea for a Meet-Up topic, the ILA invites you to propose it here.

* Complete proposal form below
* If you have questions, please contact [Sandra Bodin-Lerner](mailto:Sandra.Bodin-Lerner@listen.org)



**Program Proposal Form**

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| --- | --- |
| **Speaker(s) Name and Title** |  |
| **Speaker(s) Bio** |  |
| **Title of Program** |  |
| **Objective**   * What will the audience gain from the program? * What is your personal objective? |  |
| **Topic Description:** (please be specific)   * Describe every aspect of your presentation (beginning, middle, end) * Explain how the program will be interactive. * Share any specific technical needs. * How will the program be engaging and informative? * Length? |  |
| **Intended audience**   * Who should attend? * How many people can participate? |  |

Return completed form to [Sandra Bodin-Lerner](mailto:Sandra.Bodin-Lerner@listen.org)

**What happens next:**

* We will contact you to discuss your proposal and select a Meet-Up date.