 

**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



**Program Proposal Form**

|  |  |
| --- | --- |
| **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

**What happens next:**

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