



## Speaker Proposal Form

If you or someone you know would like to be considered to be a speaker at our committee meeting, please complete this form and submit it to us via email to [eac@tru.ca](mailto:eac@tru.ca) at least 15 days in advance of your requested presentation date. For information on the EAC and its mandate, visit our website at [www.tru.ca/senate/committees/eac](http://www.tru.ca/senate/committees/eac)

The EAC meets regularly every second Thursday at 2:30-4:30 pm

### Required Information

The following information is required of all prospective presenters. Please attach a separate sheet, if necessary.

Organization Name: \_\_\_\_\_

Organization Type:

Non-Profit  Corporation  Partnership

How long has the organization been operational in its current form?  
\_\_\_\_\_

Please include a list of your organization's Board of Directors and the qualifications/credentials of the individuals associated with your project.

### Contact Information:

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Guest Speaker guidelines

Our meetings are two hours in length, typically we ask presenters to limit their talk to 10 minutes to allow time for questions, and our regular Committee agenda. Speakers are welcomed to stay for the entire meeting.

Speakers are asked to submit an executive summary of the presentation at least a week prior to the schedule presentation date.

Please let us know if you require a projector/laptop for your presentation

### I would like to suggest as a speaker

myself  someone else

Name of proposed speaker: \_\_\_\_\_

Title: \_\_\_\_\_

Proposed topic of presentation: \_\_\_\_\_

Is this topic related to a specific event/ project/initiative?

No  Yes, please specify: \_\_\_\_\_

When would you like to make the presentation? Please specify your top two preferred dates.

First date: \_\_\_\_\_ Second date: \_\_\_\_\_

Is the topic time sensitive? (i.e. is there a specific time of the year the presentation should be made?)

No  Yes, please specify: \_\_\_\_\_

What is your (your organization's) relationship to TRU?  
\_\_\_\_\_

Tell us about the proposed presentation, how does it relate to TRU's environmental strategic goals?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your main goal of presenting to the TRU Environmental Advisory Committee? \_\_\_\_\_  
\_\_\_\_\_

***The committee will review speaker proposals as they are received.***

***Thank you for your interest, your proposal will be duly considered.***

