



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 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

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.

