



Bay of Quinte Conference 86th Annual Meeting
Brockville Memorial Centre, Brockville, ON
May 28-30, 2010

AGENDA TIME/PRESENTATION TIME REQUEST FORM

Plans are well underway for this year's Conference Annual Meeting in Brockville. We will be meeting in the Brockville Memorial Centre. The Celebration of Ministry service will be held at Wall Street United Church. Like last year, on Thursday evening there will be a BBQ with entertainment hosted by the Rural Life Committee.

There will be a lot of business to be completed in our time together. Please consider and let us know what time and the format your committee is requesting to present materials they have to bring before the court. Please consider the following guidelines as you determine the best method:

- **Routine Reporting** is presented in *Volume 1* and any material printed there is **not** to be repeated in your presentation time.
- **Agenda Time** to the whole court is for brand new programming, new education and/or information which have budget implications.
- **Displays** work best when you have visual information or handouts.
- **DVD Presentations** received by the Business & Agenda Committee by **May 7** can be played on screens during breaks and gathering times.
- **Special Equipment Needs:**
 - **Power Point** presentations must be received by **May 7, 2010**.
 - **Special Equipment** such as special microphones etc. need to be made by April 1 so we can assure that we have the best equipment for your presentation.

With these criteria in mind please complete the **Request for Presentation Time at CAM 2010** form which is on the back of this sheet and return it to me by **March 1, 2010**.

I will advise you of the decision of the committee by early May.

Should you wish to complete the form by email – please send me an email to: thomas.smart@sympatico.ca and I will forward a blank form to you for completion and transmit back. It is also on the Conference Web site.

If you have any questions, please let me know. Thanks for your input and work to make this annual meeting a success.

Karen Smart and Bonnie Davidson

REQUEST FOR PRESENTATION TIME AT CONFERENCE ANNUAL MEETING 2010

Your Committee:

Your Name and Contact Information:

Topic of Your Presentation:

Presentation Format:

| For Type of Report: | Format | Please Check the Appropriate Choices |
|---|---------------|---|
| Routine Reporting | Volume 1 | <input type="checkbox"/> |
| Brand New Programming Items with Budget Implications | Agenda Time* | <input type="checkbox"/> |
| Visual Materials & Hand-outs | Display | <input type="checkbox"/> |
| DVD to highlight the work of your Committee | DVD | <input type="checkbox"/> |

***Agenda Time:** If you have chosen to apply for agenda time please complete the following:

- 1. Ideal Length of Time Required and Preferred Day on the Agenda:**
- 2. Why do you require this time?**
- 3. Number of People Presenting:**
- 4. Any other requirements** (special microphones, power point etc.)
- 5. Any other important details or considerations:**