

# Proposed Conference Specs



Proposed By: \_\_\_\_\_ Date: \_\_\_\_\_

Conference \_\_\_\_\_

Format:    Virtual      Hybrid      In-Person      Payment:    Free      Pay-to-attend

What need is this conference meeting:

Proposed Dates: \_\_\_\_\_ Length:    Half Days      Full Days

Speaker Invitations Start Date: \_\_\_\_\_ Abstract Due Date: \_\_\_\_\_

Potential Topics:

Source of Speakers:

**Potential Speakers:**

**Rough Agenda**

**Initial Action Items:**