



2013 CSCS Annual Conference & Professional Development Sessions: Call for Speakers & Sponsors

Proposal Guidelines

The Canadian Society of Corporate Secretaries (CSCS) invites speakers to provide current and original content proposals that support thought leadership initiatives, best practices, and personal and professional development in governance processes and corporate secretary practices.

CSCS seeks speakers who employ interactive learning formats that utilize collaborative learning opportunities. The design and delivery should be appropriate to all registrants or clearly identified as targeted at a particular business sector, i.e. private companies, or experience level, i.e. senior practitioners.

Speaking opportunities include:

1. the 2013 CSCS Annual Corporate Governance Conference (Westin Nova Scotian · Halifax, Nova Scotia · August 18 – 21, 2013)
2. professional development events held throughout the year in various business centres.

Individuals interested in speaking at the conference must submit a proposal by **January 8, 2013** by completing the [2013 Call for Speakers & Sponsors survey](#).

Individuals interested in other professional development speaking opportunities for 2013 should submit the survey by **January 31, 2013**. CSCS will also consider applications received throughout the year as new developments occur.

Service or product providers interested in hosting or moderating a session at the conference must also complete the [2013 Call for Speakers & Sponsors survey](#) by **January 8, 2013**.

NOTE: Hosting or moderating a conference session is a \$5,500 conference sponsorship opportunity. Refer to the [2013 Annual Sponsorship Opportunities](#) for the full added value inclusions.

Service or product providers interested in other professional development speaking opportunities for 2013 should submit the online [2013 Call for Speakers & Sponsors survey](#) by **January 31, 2013**. CSCS will also consider applications received throughout the year as new developments occur.

NOTE: Hosting or moderating a professional development session is a \$5,000 sponsorship opportunity. Refer to the [2013 Annual Sponsorship Opportunities](#) for the full added value inclusions.

All speakers must be prepared to present their information and content in an educational manner, **with no reference to commercial endeavours or self-promotion**. Service and product providers interested in participating must present in case study format, and have a client representative present to share in the delivery.

Target Audience

The CSCS conference and professional development session audiences consists largely of CSCS members and non-members, from all sectors, who are:

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| Corporate Secretaries | Executive Directors |
| Assistant Secretaries | Chief Executive Officers |
| Corporate Counsels | Board Members |
| Shareholder Communications Professionals | Investment Relations Professionals |
| Corporate Directors | Chief Financial Officers |
| Risk and Compliance Officers | Controllers |

Proposals

Format: Proposals for formal presentations, panel discussions, debates or other types of presentations are all welcome. We may also host webinars. The CSCS Annual Corporate Governance Conference will offer plenary and concurrent sessions that will address the various facets of the governance profession.

Session Length: Conference sessions will vary in length from 1 to 2 hours. Proposals for half-day or full-day workshops will also be considered.

Professional development sessions vary from 2-hour breakfast or luncheon presentations to half-day and full-day events.

Sessions should be interactive, and presenters are expected to use the full-allotted time and provide full value to attendees. Speakers should also encourage audience discussion and provide appropriate time to address questions. Sessions must end on time.

Delivery: Our aim is to enhance the CSCS learning experience, particularly at the conference, and speakers can positively affect each registrant. Speakers are expected to present in innovative ways to encourage a more interactive and dynamic presentation.

Making use of multimedia, where appropriate, is encouraged and PowerPoint slides and videos may be used reinforce and support your message. A/V requirements will need to be communicated to CSCS in advance.

Presentations may be made in French or in English.

Electronic Presentations

CSCS will no longer be printing conference or workshop materials – these will be made available to registrants online or on USB keys provided onsite.

Conference presentations **MUST** be provided to CSCS no later than 3 weeks prior to the conference – by **July 29, 2013**. In doing so, speakers approve distribution to all registrants. If any changes are made to a presentation after the July 29, 2013 submission deadline, speakers must ensure that a final version is provided to CSCS immediately following the conference for posting and distribution.

Registration: All speakers and sponsors receive one complimentary registration for the entire conference or professional development session. In the case of the conference, this includes access to all sessions, conference meals and social events, breaks, networking initiatives and any conference handouts.

Travel and Accommodation: It is the responsibility of speakers and sponsors to provide for their own travel and accommodations.

Review and Selection Process

Proposals will be reviewed and assessed in terms of content, format and presenter credentials as well as relevancy, quality and priority.

Proposals will be reviewed and selected in a manner that will reflect the diverse professional development needs of our membership and typical conference or professional development session registrants. Our conference attendees are generally seeking high-level sessions — credible, relevant, timely and innovative.

Additional considerations include:

- the proposed speaker(s)' skill: expertise in area, in-house experience and credibility in the proposed content area
- evaluation data from previous conferences and/or speaker references
- a proposal that clearly addresses or responds to one or more relevant specific issues that will be of interest to registrants
- presentation format
- clear, concise session descriptions that accurately reflect proposed content
- session learning outcomes

The CSCS reserves the right to refuse any proposal.

Proposals of a commercial nature which promote or market particular products and/or services, will not be considered.

Deadlines

Proposals must be completed in full and submitted by the deadline in order to be accepted:

- Conference speaking opportunities: **January 8, 2013.**
- Professional development speaking opportunities: **January 31, 2013.**

Applications received throughout the year as new developments occur will also be considered.

For More Information

Any questions should be directed to:

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