

Special Event Listing Form

Please submit the following information on special events for posting in the calendar of events on the Congress website and in the Congress Guide. This is your association's opportunity to promote events that are of interest to other associations, and that are open to all registered attendees or the public. These events include keynote speakers, panels, roundtables, film screenings, receptions or any other special presentation.

- **Deadlines:** All submissions received by **November 15, 2013** will be posted in the online calendar prior to the registration launch in January 2014, and included in the Congress Guide
 - All submissions received between November 16, 2013 and March 14, 2014 will be posted in the online calendar and in the Congress Guide
 - All submissions received after March 14, 2014 will be posted online only, if time permits.

Save a copy of this form for your records, and email it to congress@ideas-idees.ca.

Section A: Event information Event name ___ Event date ___ Start time _____ End time _____ Location (leave blank if room is still unknown) — □ English ☐ Bilingual Language of event: ☐ French ☐ Other: ____ This event is open and free-of-charge to: (select all that apply) □ all registered Congress attendees ☐ all attendees and the general public Section B: Contact information Association(s): Primary contact person: Name ___ Email ______ Telephone _____







Section C: Event description

Provide either an English or a French event description (both if possible), **50 words maximum**, using clear and simple language. Please note that submitted text may be modified or shortened if necessary.

English:
French:
Do you want to include a photo of the speaker(s) in the online calendar?
O Yes
O No
Please email your web-optimized image, in jpg, gif, or tiff file formats, to congress@ideas-idees.ca.
The image should be no larger than 800x600 pixels or 1 MB in size. Due to space constraints,
event images will not be included in the Congress Guide
Website links (optional):

Links will be posted in the online calendar of events, but not in the *Congress Guide* Useful links might include the speaker's website or additional information about the event.

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