



Call for Speakers

2024 CONFERENCE & TRADE SHOW

June 19-21, 2024
Coast Canmore Hotel and Conference Centre
511 Bow Valley Trail, Canmore, Alberta



Local Government Administration Association
Strength Through Networking

Overview

The Local Government Administration Association of Alberta (LGAA) is accepting proposals for presentations at our upcoming annual [Conference & Trade Show](#) in Canmore on June 19-21, 2024. This opportunity is available to anyone – consultants, service providers, government representatives, municipal administrators, and anyone with an interest in sharing knowledge with Alberta's municipal administrative professionals.

What topics are we looking for submissions for?

On the next two pages you will find the draft schedule of our 2024 Conference & Trade Show. Items highlighted in a yellow indicate the timeslots and general topic that LGAA's Conference Committee is seeking to fill.

On pages 5 & 6 you will find a list of the topics, with a brief description, that we are looking for presenters to provide submissions for.

Will LGAA compensate session speakers?

We'd love to pay every speaker but the fact is we primarily rely on the courtesy of individuals to present at our conference without compensation. This helps us keep the conference registration affordable for delegates. In some cases, we will help cover costs for speakers to present.

How to submit a proposal?

Email your submission in Word or PDF format to vivian@lgaa.ab.ca. Your submission should include:

- Contact name
- Contact email
- Contact phone number
- Organization
- Name of speaker(s) (if different from the contact person)
- Position of speaker(s)
- Title of your presentation
- Description of the topic (max 300 words)
- Expected compensation (if applicable)
- Preferred timeslot (if applicable)


When are submissions due?

If you are interested, please submit your proposal by January 26, 2024.

Questions?

Contact LGAA's Executive Director Vivian Cox, at vivian@lgaa.ab.ca or 587-225-7653.

Note: This opportunity is not intended for direct promotion of products or services. Presenters may use the opportunity to bring awareness to their company/organization but the primary goal is to provide an educational experience for delegates. If you are looking to promote a product or service, please consider becoming a [Trade Show](#) exhibitor or a "Company Showcase" [sponsor](#).

 = open for speaker submissions

Conference Program at a Glance (draft)

Tuesday, June 18 | Pre-Conference Activities

9:00 am – 2:00 pm	Golf Tournament at Silvertip Resort
TBD (morning)	Guided Hike
TBD (afternoon)	Guided Tour TBD
6:00 pm – 9:00 pm	Conference registration open
8:00 pm – 11:00 pm	Networking meet and greet

Wednesday, June 19 | Day One

6:30 am – 7:30 am	Morning walk or run
8:00 am – 9:00 am	Breakfast and registration open
9:00 am – 9:15 am	Welcome and greetings
9:15 am – 10:15 am	Opening keynote: TBD
10:15 am – 10:45 am	Refreshment and Networking Break
10:45 am – 11:45 am	A1: Education Session A2: Education Session A3: Education Session A4: Education Session
11:45 am – 12:30 pm	Lunch
12:30 pm – 1:30 pm	Annual General Meeting, Awards, and Board Elections
1:30 pm – 3:00 pm	What's Up In Your World? Group Discussions by Community Size
3:00 pm – 3:30 pm	Refreshment and Networking Break
3:30 pm – 4:30 pm	President's Panel
6:00 pm – 8:30 pm	Dinner on the Town (<i>spouses/partners are welcome</i>)
8:30 pm – 11:00 pm	Hospitality suite (<i>spouses/partners are welcome</i>)

Thursday, June 20 | Day Two

6:30 am – 7:30 am	Morning yoga, walk, or run
8:00 am – 10:00 am	Breakfast in the Trade Show
10:00 am – 10:50 am	B1: Education Session B2: Education Session B3: Education Session B4: Education Session
11:05 am – 11:30 am	C1: Company showcase C2: Company showcase C3: Company showcase C4: Company showcase
11:30 am – 1:15 pm	Lunch in the Trade Show
1:15 pm – 1:25 pm	Plenary
1:25 pm – 1:30 pm	Draw Prizes for Trade Show
1:45 pm – 4:15 pm	D1: Workshop - Succession Planning for Senior Leadership in Municipal Government D2: Workshop - Crisis Leadership & Crisis Communication D3: Workshop – CAO Employment Agreements D4: Workshop - Council Orientation & Candidate Orientations, Code of Conduct Reviews and Recall Petitions
6:00 pm – 11:00 pm	Dinner and Entertainment (<i>spouses/partners are welcome</i>)

Friday, June 21 | Day Three

6:30 am – 7:30 am	Morning walk or run
8:00 am – 9:00 am	Breakfast
9:00 am – 9:15 am	Opening Remarks
9:15 am – 9:30 am	Plenary
9:30 am – 10:30 am	A Conversation with Alberta Municipal Affairs (TBD)
10:30 am – 10:45 am	Refreshment Break
10:45 am – 11:45 am	Closing keynote: TBD
11:45 am – 12:00 pm	Prize draws and closing remarks

SESSION TOPICS

Managing Public Distrust

Education Session

Distrust has accelerated in recent years. This is troubling, as confidence in public institutions is integral to democracy and a strong social fabric. We are seeking proposals that can provide examples of how to manage the public distrust and what local government administrators can do to help reverse this trend.

FOIP 101

Education Session

Are you a presenter who can tell the story of how to make FOIP requests a positive experience. We are looking for someone who can focus on how to work within the policy, focus on transparency, and demonstrate the value and benefit of a FOIP request. Tell us how you maintain positive, frequent, and open communication during a FOIP request.

Asset Retirement Obligation

Education Session

Asset retirement obligations (AROs). We are referring to the financial obligations that arise from the retirement or removal of long-term assets, such as infrastructure or facilities. Municipalities are responsible for ensuring that their assets are properly decommissioned, remediated, or disposed of at the end of their useful lives, and AROs represent the estimated costs associated with these activities.

“AI” Artificial Intelligence - How to use this technology as a tool in Local Government

Education Session

Artificial Intelligence (AI), as it can be a powerful tool for local governments, offering numerous ways to enhance efficiency and decision-making processes. Provide us with examples of how AI can be used in local government settings.

Fostering Community Engagement

Education Session

When it comes to engaging user groups and building healthy communities, there are several tactics that can be used. What are a few strategies that local governments or organizations can use to promote community volunteerism and foster a sense of belonging.

Housing Crisis Solutions

Education Session

Let's talk about outside-the-box ideas that communities have implemented to address housing challenges. By exploring alternative approaches, communities can innovate and create opportunities for more affordable, sustainable, and inclusive housing for their residents.

Council Orientation & Candidate Orientations, Code of Conduct Reviews and Recall Petitions

Workshop

Setting municipalities up for success by digging into the value of providing comprehensive council orientations and candidate orientations to ensure role clarity. But what happens if conflict arises anyway...lets talk about policy and the process of preparing for; Recalls, Petitions, & Code of Conduct Reviews.

Succession Planning for Senior Leadership in Municipal Government

Workshop

Succession planning for senior leadership in municipal government is crucial for ensuring a smooth transition of leadership and maintaining continuity. If you can speak about programs or ideas you have implemented, or are having success with, we want to hear from you.

Crisis Leadership & Crisis Communication

Workshop

We are seeking a presenter or presenters to provide an interactive workshop on this dual topic session. Specifically, this workshop should provide insight into a lived experience in leading a municipality through a crisis (crisis leadership) as well as skill development/educational content on the creation of crisis communication policies, procedures and communications plans (crisis communication).

Open Submission

Education or Workshop

Have a topic you think the LGAA Annual Conference Committee should consider. Please submit your idea or proposal and indicate whether it would be a education or workshop session.

SESSION TYPES

At this time, we are seeking diverse, original, practical, and insightful proposals to fulfill the following program elements, which collectively are intended to provide a range of learning opportunities for attendees.

Education Session

1 Hour

Education sessions are a typical presentation style, taking the form of a talk with visual aids followed by a Q&A period. To increase interest and variability between Education Sessions, presenters are encouraged to include innovative, interactive formats into their presentations.

Workshop

2.5 Hours (includes 15 minute break)

Workshops provide attendees with skill development through an interactive or hands on session. The workshops are designed to encourage a high level of audience participation where delegates have meaningful time to share their own thoughts, ideas and questions with the speakers and other delegates in the room.

Company Showcase

20 minutes

This is a sponsored session, which gives you exclusive ability to present information about your organization's products and services for the duration of the session. If your organization is interested in purchasing this opportunity, please connect with LGAA Executive – Vivian Cox to discuss our Company Showcase Sponsorship Program.

SUBMISSION CRITERIA

It is the LGAA Annual Conference Committee's goal to design a conference that provides interest and value to all attendees. It should be recognized that attendees will range in experience and areas of expertise including Chief Administrative Officers, Senior Managers and front line service delivery professionals. To reflect the diversity of attendees, we would like to have a program that provides an interesting and relevant balance of topics. When reviewing the proposals, the LGAA Annual Conference Committee will be looking for the best content possible to deliver value for attendees, and advance the local government administration profession in Alberta.

Regardless of the topic, all proposals should consider the following key criteria:

Be Bold

Emphasize how your presentation or workshop submissions will consider the complexities of local government administration or how it could tackle a familiar topic in a new and innovative way.

Be Engaging

Describe how your presentation or workshop submission will give attendees an opportunity to contribute to the discussion and demonstrate how the conversation will offer real life examples and practical solutions to challenges facing the public sector today.

Be Brief

Submit a clear and concise proposal that highlights the top learning outcomes for participants.

Be Comprehensive

Provide a fully developed session plan. Consider connecting with colleagues from other related professions to put together a proposal that will create high value for our members.