



ILA SPECIALIZED EVENT PROPOSAL FORM

ILA Member Community or Members

Introductory Materials & Instructions

Thank you for your interest in developing a specialized conference. We appreciate your commitment to advancing the theory, teaching, and practice of leadership and your interest in furthering this work by proposing an innovative ILA specialized conference. Specialized conferences — regional, topical, virtual — are a powerful way to deepen the ILA's reach around the globe, grow the impact of the ILA, and provide greater value to our members.

This proposal form provides a process to explore the possibilities! The form includes three areas:

- A. **Essential Details:** Names and contact information, a general overview of the proposed event, and ways the proposed event aligns with the ILA's purpose and mission.
- B. **Collaborations and Partnerships:** Potential partnering organizations to support and engage.
- C. **Planning and Implementation:** An initial overview on envisioning the planning and implementation.

Process

Complete and submit this proposal form to conferences@ilaglobalnetwork.org. Please take into consideration sufficient time for review, discussion with staff, and the procurement of a lead sponsor or underwriting to support the success of the event. A face-to-face conference generally requires a 12-month planning period, perhaps longer depending on the popularity of the venue. The timeline for an online conference can be shorter depending on how quickly the program is developed. Longer lead times facilitate greater participation since both potential committee members and registrants are busy people.

SECTION A: ESSENTIAL DETAILS

Please provide a general description of the proposed event and explain how this event aligns with the ILA purpose, mission, and values.

Submission Date / /

Name of ILA Member Community and/or Organizational Member _____

Name of Individual Submitting Proposal _____

Organization _____

Position _____

Phone # _____ Email _____

To add more Individuals Submitting Proposal, go to page 4.

Proposed Title of Conference _____

What is the Purpose of the event? _____

Please provide a brief overview of the proposed event along with conference goals (300-word limit)

Proposed Date(s) of Conference ____ / ____ / ____

Possible Location for the Conference _____

How does the proposed conference align with the ILA mission and core values? (250-word limit)

Who's the target audience for the conference? _____

What's the attendance goal for the conference? _____

Any suggestions on how to best market this conference to help the ILA expand its reach and increase its membership?

SECTION B: **COLLABORATIONS and PARTNERSHIPS**

The ILA values its member communities and member organizations — along with partnerships with like-minded organizations committed to working together to address profound leadership questions and challenges.

What resources would organizations and partners bring to the event? For example, is there a host institution contributing meeting rooms, on-site staffing, office space, other partnering organizations offering other kinds of support such as marketing? If yes, please list their contact information here and list logistical details in Section C of the form.

Are there other organizations that could serve as a partner in underwriting or sponsoring the conference?

Yes No

If yes, please list contact information and relationship to the organization.

Name _____ Organization _____

Phone # _____ Email _____

SECTION C: **PLANNING and IMPLEMENTATION**

The following section is designed to help the ILA understand how you envision the planning process of this conference.

Please list the names, titles, organizations, phone #s and emails of those who have committed to being part of the planning team plus anyone else you believe should participate in the planning meetings.

Name of Planning Team Participant _____

Title _____

Organization _____

Phone # _____ Email _____

To add more Planning Team Participants, go to page 4.

We have found that a host institution is important to secure before final approval and moving forward with the planning. If you have secured a host institution, please list logistical details here (if available) in terms of how they are going to support this conference.

Is there anything else that you'd like us to know related to the logistics of planning and executing this conference?

Thank you! An ILA staff member will respond within two weeks of the formal submission of this completed form.

ADDITIONAL

If needed, use this page to add more individuals and contact information, otherwise leave blank.

Individual Submitting Proposal or Planning Team Participant

Name _____

Title _____ Organization _____

Phone # _____ Email _____

Individual Submitting Proposal or Planning Team Participant

Name _____

Title _____ Organization _____

Phone # _____ Email _____

Individual Submitting Proposal or Planning Team Participant

Name _____

Organization _____ Position _____

Phone # _____ Email _____

Individual Submitting Proposal or Planning Team Participant

Name _____

Title _____ Organization _____

Phone # _____ Email _____

Individual Submitting Proposal or Planning Team Participant

Name _____

Title _____ Organization _____

Phone # _____ Email _____