**CLHO Annual Conference Proposal Form, 2017**

**Instructions**:

Please be sure to address the following questions in your proposal. Send electronically in Microsoft Word .doc or PDF formats to Liz Shapiro, CLHO Executive Director at liz@clho.org by January 17, 2017. Include “Proposal Submission, CLHO June 2017 Conference” in the subject line. Sessions will be 50 minutes in length.

Name of Session Coordinator/ Liaison

Job Title/ Organization

Mailing Address / Email / Phone Number

Session Description: If session is accepted, this will be the publicized description. No bullet points please. (Limit 50 words)

Session Abstract: (250 words) What are the central issues to be discussed, what audience is the presentation designed for, what are the main points to be covered during the session.

Please discuss the proposal’s relation to conference theme (“Strive and Thrive”)

What is the primary objective of the session? (“As a result of attending this session, …”)

List any additional session participants. Include full name, job title, organizational affiliation, mailing address, phone number and email.