



# BCTLA Conference Host Application Form

The BCTLA is looking for a district to host our next Conference. Please review the following information as it sets out the requirements of the host district. If your district is interested in hosting, please fill out this form and send it to the BCTLA at [bctla@bctf.ca](mailto:bctla@bctf.ca). Forms are due by **November 6**.

\*\*\*As per a recent change to our by-laws and constitution, every three years the BCTLA conference can be held outside the lower mainland starting in 2024. We invite and encourage submissions from all BCTLA Chapters.

We are hoping that the host district will work with the conference committee to identify and book local workshops that relate to each year's theme.

## Split of Duties

The BCTLA Executive Committee:

- decides the theme and title of the conference
- runs registration
- books the keynote speaker
- puts out the call for session proposals & schedules workshops
- orders catering
- advertises the conference
- pays for all costs associated with the conference
- provides some release time for teacher volunteers & free registration for host school's TL

The hosting district is asked to:

- identify a primary contact in the district. This is often the TL at the host school.
- commit to pre-planning meetings leading up to the conference. These are often virtual and kept to a minimum.
- locate and book the conference site
  - conference site is needed after school on the Thursday preceding the conference and all day on Friday and Saturday (chapter councillor meeting)
  - site needs to have a room large enough to host the keynote speaker (ie, seating for approx. 300)
  - site also needs a large space for vendors such as a gym & a space for catering set-up
- connect BCTLA President with district Indigenous Education representative
- ensure we have access to items such as:
  - classroom keys
  - elevator fobs
  - tables & chairs
  - map of the school
  - sound system for keynote
  - classroom TVs, or screens & projectors
  - on-site & back-up parking
  - wifi (special code for attendees and presenters)
  - PA system
  - TVs in common areas
  - Moving carts and dollies
- schedule a site visit for BCTLA conference team
- help with workshop room assignments

- recommend local
  - off-site sessions
  - caterer
- provide student and teacher volunteers
- location for award and social night
- hotels

BCTLA Conference <b>SAMPLE</b> Schedule	
8:30 – 8:50	Introduction, Territory Acknowledgement, Housekeeping, Award Winners
9:00 – 10:00	Keynote
10:00 – 10:15	Break
10:15-12:00	Session 1
12:00-1:15	Lunch and vendor visiting
1:15-3:00	Session 3

If you have any questions about this form or the conference, please email [bctla@bctf.ca](mailto:bctla@bctf.ca).

### Expression of Interest

Contact Person

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

District: \_\_\_\_\_

Position in District: \_\_\_\_\_

Email: \_\_\_\_\_

Position in BCTLA Chapter: \_\_\_\_\_

I have reviewed the above-mentioned responsibilities of the host district and am able to comply with these requests.

- Yes
- No

I have shared the above-mentioned responsibilities with the BCTLA Chapter in my district and have their support.

- Yes
- No

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

A member of the BCTLA Conference Committee will contact you via email after November 6.