



THE MARYLAND MUNICIPAL LEAGUE

The Association of Cities and Towns

2018 Summer Conference Workshop Proposal

Thank you for your interest in the Maryland Municipal League's annual summer conference. Next year's event will take place from June 10-13 at the Ocean City Convention Center.

To propose an educational workshop, we ask that you complete the following form and submit it to MML Education Services Director Tom Reynolds at tomr@mdmunicipal.org prior to ***September 1, 2017***. Proposals will be reviewed by the League's conference planning committee (CPC), which expects to finalize the 2018 conference workshop agenda by January 1, 2018.

If you have questions or need assistance, we encourage you to [email](#) or call us at 410-295-9100.

a) Proposed Title: _____

b) A brief session description (50-100 words):

c) Will this be a standard breakout session (60-90 minutes)? Or a 30-minute "Snap session"? (see Tips below) _____

d) List 2-3 learning objectives for your class (standard breakouts only):

e) Provide names of proposed instructor/presenters (optional):

f) Contact information for follow up:

Name _____

Affiliation _____

Email & Phone _____

Tips to Maximize Your Proposal's Selection:

- ✓ The Maryland Municipal League has increased the number of 30-minute “Snap” session slots on the summer conference agenda. Consequently, Snap session proposals are more likely to be selected by the CPC than breakout sessions of a longer duration.

- ✓ The CPC will not accept proposals for sessions that appear to be selling a product or service.

- ✓ The CPC is increasingly looking for creative workshop formats, including those that encourage interaction with and among participants.

- ✓ Subject matter and presentation styles should be directed primarily toward city and town elected officials, who constitute roughly 80% of MML’s annual conference attendance. The remaining 20% are municipal staff including managers/administrators, clerks, and department heads.