



# Call for Speakers

## 2022 ARMA Kelowna Conference

October 5-7, 2022



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## Introduction

ARMA Canada was established as an ARMA International region in 1968 and currently there are almost 1000 members in the Canadian Region. In collaboration, ARMA Canada's five western local chapters (Vancouver Island, Vancouver, Calgary, Edmonton, and Saskatchewan) will be holding a Records and Information Management conference at the Coast Capri in Kelowna, October 5-7, 2022.

This conference is named "Wine-ing About Records," a reiteration of the very successful Whining about Records conference held in 2010. Also held at the Coast Capri, the conference was intended to provide an opportunity for members and non-members from a variety of professional backgrounds and levels to expand their Records and Information Management (RIM) knowledge, meet with exhibitors and network with their peers. Feedback was incredibly positive and after ten years of receiving continued requests to do it again, we're well on our way to making it a reality.

The conference will take place over three days and consist of three themed streams: Records Management Basics 101, Records Management in Indigenous Organizations, and Special Topics. We also will have a wine tour, rooftop reception event, expo hall, and numerous other networking opportunities.

If you have an interesting idea for a quality educational presentation (case study, lecture, panel or workshop), you are invited to submit an ARMA Kelowna Conference Session Proposal Form by January 7, 2022.

Your proposed presentation should have direct applicability to the role, skill set, industry vertical or company size of potential delegates. Proposals for educational presentations reflecting the following are requested:

- RIM programs and initiatives that demonstrate measurable impact and results,
- best practices and standards,
- case studies, and
- strategies for improvement and innovative approaches.

Educational presentations must be non-commercial and vendor neutral. Under no circumstances should a speaker promote a product/service or monetary self-interest in their presentation. The emphasis should be on applying the concept or solution presented. Delegates want real-world examples of what works and practical take-away tools/solutions.

Please direct inquiries about conference educational presentations to the Program Committee via email to [armakelowna2022conference@gmail.com](mailto:armakelowna2022conference@gmail.com).



## Deadlines

The following deadlines apply for the call for speakers' application and acceptance process.

Action	Deadline
Submit your Conference Session Proposal Form	January 7, 2022
Program Committee notifies each applicant	March 15, 2022
Confirmed speakers submit their presentations	July 15, 2022

## Educational Tracks

This conference will be focusing on three educational tracks and preference will be given to presentations which support one of these subject areas. However, if your presentation does not fit neatly into one of them, feel free to submit anyway. The three areas are:

### Basic Records Management

The things that everyone needs to know. What's a record? What are the elements of a records management program? What is a classification system and how do I use it? What are the RIM program standards and fundamental practices at the heart of programs? What are the laws and regulations that affect Canadian RIM programs?

### Records Management in Indigenous Organizations

Explores the unique aspects of information management for Indigenous governments and organizations. Of particular interest are presentations that showcase how Indigenous organizations have approached their own RIM initiatives, examples of collaborations and partnerships on RIM projects, and stories about bridging Western information management practices with Indigenous cultural knowledge.

### Special Topics

This track will provide topics to assist records managers to expand their knowledge on a variety of topics. How to understand, prepare for, implement, and manage electronic records? How to organize a shared drive? Does your program help your organization to meet its sustainability targets? How is your organization meeting CGSB 72.34 Electronic Records as Documentary Evidence standard?

## Speaker Privileges

If selected to speak at the conference, you will gain visibility in the industry, help to educate other RIM professionals, and contribute to the advancement of your profession.

Because ARMA is a not-for-profit educational association, conference speakers must cover all of their individual travel and living expenses. One speaker per presentation will receive a complimentary full conference registration which includes:

- all education sessions and keynotes/endnote,
- admission to the exhibits in the trade show,
- receptions,
- breakfasts, lunches, and refreshment breaks.

If selected to speak at the conference, you will be required to submit your presentation (PowerPoint slides, etc.) no later than July 15, 2022. If selected, you also agree not to market products/services during your presentation.

Please note that in lieu of providing gifts to speakers, a monetary donation will be made to a charitable organization in Kelowna.

## Conference Session Proposal Form Submission Process

ARMA Kelowna Conference Session Proposal Forms are available [here](#). The deadline to submit your completed form is January 7, 2022. Note: Incomplete forms will not be considered.

You may submit more than one presentation for consideration. Please complete one form for each presentation.

A receipt confirmation e-mail will be issued within 48 business hours for each application received. If you do not receive a receipt confirmation by January 7, 2022, contact the Program Committee [armakelowna2022conference@gmail.com](mailto:armakelowna2022conference@gmail.com)

## Speaker Selection Process

Each complete application will be evaluated on the following criteria:

### Content Focus

- Content that falls within one of the three educational tracks: Basic Records Management, First Nations Records Management, or Special Topics
- Content that is challenging, in-depth, practical, or cutting-edge and falls into one of the core competency domains<sup>1</sup>
- Content that is appropriate for the core competency level specified in the application
- Timeliness of topic

### Quality of Content

- Completeness and responsiveness of application
- Well-defined, results-oriented learning objectives that can be met in the allotted time period and using the delivery format specified in the application
- Innovative and new approach to current and emerging RIM issues

### Speaker Qualifications

- Professional experience as evidenced by current position and contributions to the industry
- Expertise in the topic area
- Appropriate number of speakers (case studies, lectures and workshops are limited to 2 speakers while panels are limited to 3 panelists plus one moderator for a total of 4 participants)

You will be notified of the Program Committee's decision by email no later than March 15, 2022.

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<sup>1</sup> Core competency domains can be accessed on the ARMA International web page [here](#).

## Instructions for Completing the Conference Session Proposal Form

See below for instructions for completing the ARMA Kelowna Conference Session Proposal Form.

### Required Fields

Required fields are notated with a red asterisk. These must all be completed before in order to submit your form.

### Submission Title

The title of the presentation should reflect the topic. Do not use abbreviations, acronyms or trademarks.

### Submission Description

Provide a concise description of the presentation in 75 – 100 words. Describe the issue or problem the presentation will focus on, and how the presentation will address the problem. Outline the value of the educational offering to delegates (“what’s in it for me?”). The synopsis should reflect the session title and the objectives. The synopsis should not be an editorial on the topic, or an advertisement for the speaker or the topic. Write in the second person (you) and avoid references to the speaker.

### Speaker’s Biological Information

Your biography should highlight your professional and educational experience. It should not describe company products or services. Maximum length: 75 words.

Speaker biographies will not be published on the conference website. However, should ARMA decide to publish speaker biographies in the printed conference program, your biography may be edited for style, spelling, and grammar.

Please direct inquiries to the Program Committee via email to [armakelowna2022conference@gmail.com](mailto:armakelowna2022conference@gmail.com).

### Conclusion

Thank you for your time and interest in the Wine-ing About Records Conference.

We hope to see you October 5-7th, 2022 in beautiful Kelowna, British Columbia!

