**Wiki form for proposals to present and or facilitate an activity, workshop or seminar at PITA**

Please fill in all fields, and select accordingly where choices are provided

Submit completed form to email: pita@connect.com.fj

Timelines: The first round consideration of proposals received will be done on 17 August 2022. There will be no other rounds if the first round provides fully for the event. PITA will contact successful proposals by 26 August, or earlier if more information is required.

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| --- | --- | --- | --- |
|  | **Event Name** | **Strategy Forum & Smart Islands hackathon** |  |
|  | **Event Date** | **02-04 NOV, 2022** |  |
|  | Proposed Topic |  |  |
|  | Synopsis / Talking points | Fill in up to 150 words, to describe and summarise the session contents and highlights // list talking points and justifications |  |
|  | Target outcomes & audience | Fill in up to 100 words:  |  |
|  | Proposed session | Refer to agenda and quote |  |
|  | Session Type | Choose your preferred session type:* Plenary – panel discussion
* Breakout – conference presentations
* Keynote – introducing plenary session topics
* Mini workshop – 90 minute case study / seminar/ tutorial
 |  |
|  | Presentation method(select only the choice) | * In person
* Online (live)
* Pre-recorded
 |  |
|  | Speaker Name | First and Last Name |  |
|  | Speaker Job title |  |  |
|  | Speaker organisation |  |  |
|  | Speaker country residence | City, Country |  |
|  | Who is submitting this form(important to notify or follow up) | * Indicate if same as speaker, or if different, provide Name, Job title, Organisation & Country

Add* Tel
* Email
 |  |
|  | To complete the process, these are must actions* Speaker will be sent an invite and notified as speaker
* Speaker to sign in to event microsite to upload picture and profile data

We will only confirm session allocation if we know who is speaking. |  |