



## **REQUEST FOR DELEGATION TO REGIONAL BOARD\***

*\*including Board committees and commissions*

Name of Organization: \_\_\_\_\_

Name and title of person(s) making the presentation: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Details of Presentation:

Date of Board or Committee Meeting Requested: \_\_\_\_\_

(if possible, please include an alternate meeting date that is acceptable) \_\_\_\_\_

The current meeting calendar may be viewed at [www.srd.ca](http://www.srd.ca).

Please email this request to [administration@srd.ca](mailto:administration@srd.ca). If a confirmation has not been received within 48 hours please call the Corporate Services department at 250-830-6700.

### Please Note

- The maximum length of the presentation is **10 minutes**.
- It is recommended that you submit a brief letter outlining your request not later than the 6<sup>th</sup> day prior to the requested meeting so it can be included with the meeting agenda package.
- A laptop and projector are provided in the boardroom for electronic presentations. It is recommended that you bring a copy of your electronic presentation on a memory stick and email a copy to [administration@srd.ca](mailto:administration@srd.ca) to include in the electronic agenda.

### **For Office Use Only**

Date of Board meeting confirmed: \_\_\_\_\_

10 minute time limit confirmed: \_\_\_\_\_

Letter provided for agenda: \_\_\_\_\_ electronic copy of presentation emailed: \_\_\_\_\_