

**ARMS BOARD OF DIRECTORS DELEGATION / PRESENTATION FORM**

**Requested Meeting Date:** \_\_\_\_\_

**Name of Person(s) or Group(s) wishing to appear before the Board:** \_\_\_\_\_

**Subject of Delegation/Presentation:** \_\_\_\_\_

*Length of time Required (15-minute max)*

**Purpose of the Delegation:**

(Select one)

☐ Information only

☐ Requesting a letter of support

☐ Other (please provide details): \_\_\_\_\_

**Contact Person (if different than above):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Supporting Documentation:**

- Supporting documentation is required for publication in the Agenda
- Documentation must be submitted no later than one week prior to the meeting date

**Technical Requirements**

(Select all that apply)

☐ Laptop or flash drive

☐ Zoom link to attend virtually

☐ Other (please specify): \_\_\_\_\_

Personal information collected on this form is collected for the sole use of the **Athabasca Regional Multiplex Society (ARMS)** and is collected under the authority of the **Access to Information Act (ATIA)**. The information is used for the purposes of processing delegation requests, preparing meeting agendas, and communicating with applicants.

**Contact information:**

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

**Phone:** \_\_\_\_\_

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

**Mailing Address:** \_\_\_\_\_

How do you wish to receive correspondence from the Board:

☐ Email

☐ Mail

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please submit completed form to:**

- Email: [multiplexadmin@athabasca.ca](mailto:multiplexadmin@athabasca.ca)
- Fax: 780-675-2703
- Mail: 2 University Drive, Athabasca, AB, T9S 2A5

**Delegation Guidelines**

1. Designate one spokesperson
2. Maximum presentation time is **15 minutes**
3. Name of the person and/or group and subject will be published in the Agenda
4. Address your presentation to the Board
5. Board members may ask questions
6. Be courteous and respectful
7. The meeting is not a debate
8. Do not expect an immediate decision; the Board may require time to consider the information
9. Requested meeting dates may be adjusted due to scheduling conflicts
10. Bring sufficient handouts if materials are not included in the Agenda (reproduction services are not available at the meeting)

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