



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.

Please email this request to 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 6th 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 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: _____