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**Neighborhood Planning Assembly
Presenter Request Form**

Thank you for your interest in the City of Burlington’s Neighborhood Planning Assemblies! We want to know more about your plans and goals for your time with us. In that spirit, thank you for providing the following information. Please feel free to attach additional information that you believe would be helpful for the NPAs to provide an understanding of your desired presentation.

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|  |  | **Comments** |
| Group requesting time |  |  |
| Requested date at NPA |  | *If you plan to attend all NPAs, please indicate which MONTH or MONTH(s) you prefer to attend*. |
| Name(s)/title(s) of presenter(s) |  |  |
| Contact information |  |  |
| What is the desired outcome (circle answer)? Please elaborate in the Comments column. |  |  |
| What is the high level message (1-2 paragraphs)? |  |  |
| Why is this important to residents? |  |  |
| Is this of general or ward-specific interest?If ward-specific, indicate which ward(s). |  | *Note: Wards 2/3 and 4/7 hold joint meetings.*I would like to speak at all the NPA meetings if possible |
| Please estimate how much time your presentation will take. |  | *15 minutes, including time for questions and answers, is typically preferred. More lengthy presentations will be considered, depending on their value to the community and other agenda items.* |
| How will the information be relayed |  |  |
| How will residents participate? |  | *Please ensure there is a component where residents can participate and provide relevant feedback. Ward-specific information in the ward you are presenting is helpful.*  |
| Please indicate if you need any equipment to be provided (e.g. laptops, projectors, screens, microphones). |  | *Note: Some, if not all, of the NPAs and the places where the meetings are held have limited capacity to provide extra equipment. It is extraordinarily helpful if you can take this into consideration as you prepare your presentation and, as you are able, bring your own equipment.*  |
| Is formal NPA endorsement requested (circle answer)? |  |  |
| Will you distribute material at the meeting? |  | *If so, please indicate tentatively what you intend to distribute and submit this to the NPA Steering Committee contact no later than one week before the meeting.*  |
| How will you publicize your appearance (e.g. press release, emails to your constituency, etc.)? |  |  |
| Other requester comments |  |  |

Please submit this to Phet Keomanyvanh at the Community and Economic Development Office, pkeomanyvanh@burlingtonvt.gov. She will forward it to the appropriate NPA leadership and they will be back in touch with you. While the NPAs encourage presentations, other agenda items and prior commitments for time restrict them. They will make every effort to put you on agendas but please be patient and understanding if they are unable to accommodate you for the requested date or time. Thank you so much!