



PROFESSIONAL SPEAKER REQUEST FOR PROPOSAL GUIDELINE FOR ARIZONA MUNICIPAL CLERKS' ASSOCIATION

Deadline for Professional Speaker RFP

- TO BE DETERMINED (See Professional Speaker Proposal Form)

Arizona Municipal Clerks' Association (AMCA)

AMCA was founded in 1961. Its mission is to promote excellence and professionalism through support, communication and educational opportunities for each member. AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. AMCA strives to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the "Clerk" profession.

AMCA Annual Conference Projected Attendance

AMCA anticipates approximately 150 attendees for Day 1 of the Annual Conference.

*Attendees include AMCA members/non-members, guests, staff, vendors, and speakers.

AMCA Professional Speaker Proposal Submittal and Selection Process – General Outline (subject to change)**

- Proposals must be received (via email) by the Professional Speaker Proposal Deadline (see Professional Speaker Proposal Form).
- Proposals must include a completed Professional Speaker Proposal Form.
- Proposals submitted after the deadline will be rejected.
- Proposals may be resubmitted by the applicant for consideration for future conference years.
- The applicant will receive an email notification from the AMCA Education Committee or the League of Arizona Cities and Towns confirming receipt of the proposal. The email notification will also notify the applicant of the tentative timeframe for review and selection.
- The AMCA Board, AMCA Education Committee, and the League of Arizona Cities and Towns will review all proposals received.
- Speakers with completed proposal(s) will be contacted regarding AMCA's selection for the conference year.

*****All notifications will be delivered via email.***

Applicants can check the status of their application by contacting AMCAinfo@azleague.org

Brief Annual Conference Overview – Tentative
(Tuesday – Annual Conference)

Education

- 2-3 general session speakers on Tuesday

Meetings

- 1 AMCA Annual Meeting – 2 hours
- Other AMCA Committee Meetings (as needed)

PROGRAM TENTATIVE – ANNUAL CONFERENCE

DAY & TIME	PROGRAM
Tuesday – Annual Conference	
7:30 am – 8:00 am	Staff set-up: AMCA Auction Tables, Registration & Breakfast
8:15 am – 11:15 am	General Session(s)
11:30 am - 12:00 pm	Lunch (Sponsors & Auction Open)
12:00 pm - 1:30 pm	AMCA Annual Board Meeting
1:45 pm – 4:45 pm	General Session(s)
5:30 pm – 7:30 pm	Reception

NOTE: Schedule is subject to change.