



FIRST NATIONS SUMMIT

NOTICE

REQUESTS FOR FIRST NATIONS SUMMIT MEETING AGENDA TIME AT VIRTUAL SUMMIT MEETINGS

This formally confirms the process for requesting agenda time during virtual First Nations Summit meetings.

FIRST NATIONS SUMMIT MEETING AGENDAS

All requests for agenda time at First Nations Summit meetings must be made in writing at least one month in advance of scheduled First Nations Summit meeting dates. Please send requests to the First Nations Summit Executive Director Howard E. Grant via email to hegrant@fns.bc.ca or by fax to (604) 926 9923. In your requests please include the following information: Subject matter; length of time requested; presenter/speaker; any audio/video requirements.

First Nations Summit meeting agendas are developed at least two weeks prior to a Summit meeting date and it is difficult to allow late requests due to time constraints. Your cooperation is appreciated in this regard.

Once agenda time is confirmed, presenters are expected to provide any handout materials to the First Nations Summit office at least ten days in advance for inclusion in a Summit meeting kit. Presenters must also confirm prior to a Summit meeting any audio/visual requirements.