

**Ontario Regional Common Ground Alliance
2020 ORCGA Damage Prevention Symposium,
February 11-13, at Fairmont Chateau Laurier, Ottawa, ON.**

<https://orcga.com/events/>

Each year, the Ontario Common Ground Alliance (ORCGA) hosts a symposium to exchange Damage Prevention industry information and to provide an opportunity for networking. This event is a signature event for the ORCGA attracting over 250+ damage prevention management professionals and decision makers from across Canada and the US including stakeholder groups such as oil and gas, municipalities, telecommunications, emergency management, electrical transmission and distribution, surveyors and provincial regulators.

The format for the conference consists of 2 days of professional development, workshops and seminars, keynote and plenary addresses along with an exhibitor tradeshow.

I believe my attendance will be a cost-effective investment for the organization. For three days, I will be engrossed in 15.5 hours of education attending multiple concurrent sessions, panels, networking lunches, and interact with fellow professionals. I am especially interested in the topics relevant to our organization's situation, such as:

(Session 1 Name Here)
(Session 2 Name Here)
(Session 3 Name Here)

Upon returning to (Insert Your Company Name here), I will host an "Everything I have learned at the 2020 ORCGA Damage Prevention Symposium " presentation where I will share best practices and lessons learned from leading experts and practitioners in the field. Our co-workers may then benefit from my Symposium experience as well.

My goal is to constantly grow as an individual and I strive to become a more proficient safety professional. I hope you agree my professional development and increased safety knowledge is a worthwhile investment to our organization.

Thank you for your consideration,

(insert name here)

Submission Date: (insert date here)

Name: (insert name here)

Dates: Number of Days: (insert dates here) Number of Nights: (average 3 nights)

Website: <https://orcga.com/events/>

What events/programs/activities will be taking place in your area during this time, and who will cover them in your absence?

(insert here)

Costs

Airfare: (insert info here)

Hotel: (insert info here.

Room booking info here: <https://book.passkey.com/event/49935898/owner/5915/home>)

Meals: (Delegate fee includes most meals for January 11 – 13)

Car: (estimated taxi fare)

Other: (insert cost here)

Fees

Registration: (\$200 Municipal Rate – One Day – **Wed Feb 12 only**
\$250 Contractor Rate – One Day – **Wed Feb 12 only**
\$750 Full Delegate Fee – Three Days – **Feb 11 - 13**)

Total Cost: (insert cost here)

Upon Return

1. What sessions/workshops/events or courses did you attend?
2. What did you learn in each session?
3. How will you use the information gained?
4. What other information did you gain that can be used or passed on to others?