



Legislative Learning Lab Application

We appreciate your interest in providing nonpartisan educational information to our members. Space is limited for Legislative Learning Labs and is available on a first-come basis at the \$15,000 and above sponsorship levels. We will move your proposal through our approval process and be in touch as quickly as possible.

Contact name, email address, and phone number:

Organization name:

Session title:

Session description (how this session is helpful to policymakers in 80 words or less):

Guidelines for Legislative Learning Labs

Legislative Learning Labs provide a unique opportunity and a space for sponsors to convene educational sessions that highlight specific issues relevant to state legislators and engage attendees. Protocols are as stated below:

- Sessions are to address topics relevant to state legislators. Presentations should aim to be educational in nature and highlight innovations, solutions, or best practices of particular industries, fields, or public policy areas.
- Education sessions may not serve as a platform to advertise for products, services, or companies, or to advocate for specific policy positions or legislation.
- Session will be limited to no more than 50 minutes in length, including time for questions.
- Session format should aim to be interactive and discussion orientated.
- Session will be open to all Annual Meeting attendees.
- Standard audio/visual (AV) set up is included and is based on one microphone, screen and projector. Additional AV and/or food/beverage requests will be an additional charge.
- CSG West has the right to review and approve any content to be presented or distributed at the session 60 days prior to the meeting.