

## SEMINAR REQUEST FORM



800 Troy-Schenectady Road, Latham, NY 12110-2455  
518-213-6000 | 800-528-6208 | FAX 518-213-6456  
www.nysut.org/elt | eltmail@nysutmail.org

Title of Seminar: \_\_\_\_\_

Location of Seminar: \_\_\_\_\_

School District: \_\_\_\_\_

Region: \_\_\_\_\_

Address: \_\_\_\_\_

Building and Room: \_\_\_\_\_

Date of Seminar: \_\_\_\_\_ Time: \_\_\_\_\_

Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_

## CONTACT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number/Email: \_\_\_\_\_

Signature of Local President: \_\_\_\_\_

Email of Local President: \_\_\_\_\_

**All correspondence (including contract and invoice)  
will be sent to the contact person unless otherwise specified.**

### ***Board of Trustees:***

**Andrew Pallotta, Chair | Jolene T. DiBrango | J. Philippe Abraham | Paul Pecorale | Martin Messner**

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## **PAYMENT AUTHORIZATION INFORMATION**

Name and Title of Authorized Individual: \_\_\_\_\_

*Fees listed below are member fees. Non-members should contact ELT of non-member pricing.*

***Please check type of seminar being requested:***

### ***TEACHER Seminars (includes materials)***

\_\_\_\_ Half-Days: \$800      \_\_\_\_ Full Days: \$1200  
***\* Minimum 10 Participants, Maximum 35***

\_\_\_\_ New Member Seminars: No cost if at least 15 participants (if fewer than 15 attend, our normal seminar fee(s) will be charged to the Contact Person)

### ***15-HOUR PROGRAMS (includes materials)***

\_\_\_\_ \$3,500

### ***SCHOOL-RELATED PROFESSIONAL Seminars (includes materials)***

\_\_\_\_ Half-Days: \$800      \_\_\_\_ Full Days: \$1200  
***\* Minimum 10 Participants, Maximum 35***

\_\_\_\_ New Member Seminars: No cost if at least 15 participants (if fewer than 15 attend, our normal seminar fee(s) will be charged to the Contact Person)

### ***GRANT FUNDED SEMINARS (includes materials)***

\_\_\_\_ No cost if a minimum of 15 participants attend. Available for Teachers and School-Related Professionals. (If fewer than 15 attend, our normal seminar fee(s) will be charged to the Contact Person). A limited amount of grant-funded seminars are available on a first come, first served basis.

### ***CUSTOMIZED PROGRAMS (includes materials)***

\_\_\_\_ Customized Programs also available: \_\_\_\_\_  
***\* Minimum 10 Participants, Maximum of 25*** (name of customized program)

***Please contact NYSUT ELT for more information.  
Charges for under or over-enrolled seminars are in addition to the fees outlined above.***

## ***POLICIES AND PROCEDURES:***

**\*Seminar Maximum:** The maximum number of participants for a Seminar is 35. If there are more than 35 participants at a Seminar, the sponsoring agency will be billed an additional \$20 per person.

**In compliance with New York State Education Department, NYSUT Education & Learning Trust (ELT) has been approved as a sponsor to provide professional development for Continuing Teacher Leader Education (CTLE) hours.**

**When ELT is working as an independent consultant on behalf of Districts and BOCES, it is up to the District/BOCES, not ELT, to maintain a record of those who attend CTLE activities as well as providing a certificate of completion with their CTLE sponsor identification number.**

**Cancellation Policy:** If a Seminar is cancelled less than 2 business days prior to the scheduled date, the sponsoring agency will be billed for the Seminar. Exceptions for weather-related cancellations should be discussed directly with ELT at 1-800-528-6208.

**Seminar Requests:** Seminars should be requested 4-6 weeks prior to the desired date. Seminars requested less than 4 weeks in advance can not be guaranteed.

**Seminar Facilities:** Seminar facilities should include classroom space with internet access, moveable chairs and tables, screen, proxima, laptop, chart paper, and a DVD and monitor if requested. ELT discourages the use of cafeterias or auditoriums for seminars.