

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

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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.