

## SEMINAR REQUEST FORM



800 Troy-Schenectady Road, Latham, NY 12110-2455  
518-213-6000 | 800-528-6208 | FAX 518-213-6456  
<http://elt.nysut.org/> | [eltmail@nysutmail.org](mailto:eltmail@nysutmail.org)  
*All seminars are CTLE approved.*

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.*

# SEMINAR REQUEST FORM

## 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) \* Save \$50 if you choose to copy materials**

\_\_\_\_ Half-Days (2-3 hours): \$800    \_\_\_\_ Full Days (3+hours): \$1200    \_\_\_\_ Discount Price

*\* 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)

*A limited amount of new member seminars are available on a first come, first served basis. Designed for teachers with 1-4 years of experience.*

#### **15-HOUR PROGRAMS (includes materials) \* Save \$50 if you choose to copy materials**

\_\_\_\_ \$3,500    \_\_\_\_ Discount Price

#### **SCHOOL-RELATED PROFESSIONAL SEMINARS (includes materials) \* Save \$50 if you choose to copy materials**

\_\_\_\_ Half-Days (2-3 hours): \$800    \_\_\_\_ Full Days (3+hours): \$1200    \_\_\_\_ Discount Price

*\* 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)

*A limited amount of new member seminars are available on a first come, first served basis.*

#### **DIGNITY ACT TRAINING (DASA) (INCLUDES MATERIALS) \* Save \$50 if you choose to copy materials**

\_\_\_\_ District Requested (6 hours): \$2,000    \_\_\_\_ Discount Price

*\* Minimum 10 Participants, Maximum 35*

#### **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). *When requesting a Health & Safety (H & S) seminar, the educational agency must have participants use the OSH T+E Department of Labor sign-in form which will be provided to the Contact Person. In order to receive the seminar at no cost, the form and the minimum participant requirement must be met. 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 35*

*(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.