

# VIRTUAL AND IN-PERSON SEMINAR REQUEST FORM



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*All seminars are CTLE approved*  
*ENL seminars meet C.R. Part 154 Language Acquisition Requirements*

## I. Region (Choose one):

Capital Region	Central NY	Mid-Hudson	Nassau	North Country	NYC
Rochester	Southern Tier	Suffolk	Tarrytown	Western NY	

## II. Seminar Title (List up to five titles below. Submit another form if requesting more than five.)

**Seminar Title and Code**

**Date and Time**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## III. Registration (Select who will be handling participant registration for this seminar.)

ELT will handle registration, notifications, attendance, and certificates through ELT Academy

Our organization will handle registration, notifications, attendance, and certificates.

Review the Policies and Procedures section on page 3 for more information on registration.

## IV. Delivery Method and Audience (Select one for each) Minimum 10 participants required.

Maximum 40 Virtual (V) and 35 In-Person (IP).

1. ☐ Virtual ☐ In-Person | Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_
2. ☐ Virtual ☐ In-Person | Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_
3. ☐ Virtual ☐ In-Person | Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_
4. ☐ Virtual ☐ In-Person | Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_
5. ☐ Virtual ☐ In-Person | Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_

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**Important for Virtual Seminars:** Participants are encouraged to use their own devices.

Check this box if you plan to broadcast the seminar to a group (e.g., via projector or shared screen). Please explain the method being used below.

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## V. In-Person Seminar (Complete this section for in-person seminar requests only)

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

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

## VI. Contact Information

Requesting Organization: \_\_\_\_\_

Name and Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

## VII. Payment Authorization Information

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

Billing Information: \_\_\_\_\_

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

By signing, you acknowledge your awareness of this training.

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

## VIII. Seminar Fees (Fees listed below are member fees)

Minimum 10 participants required. Maximum 40 Virtual (V) and 35 In-Person (IP).

1–1.5 hours: \$450\*

3-hour (half-day): \$800

3–6 hours (full-day): \$1,200

6-hour Dignity for All Students Act (DASA): \$2,000

15 hours: \$3,500

2-hour New Member\*\* and Grant Funded Seminars (Limited availability): No cost if minimum of 10 participants attend. Regular fee applies if minimum not met.

\*Seminars under 2 hours are not available for Autism, all Language Acquisition, and some Technology topics. Please confirm with ELT for 1–1.5 hour offerings.

\*\*New member seminars are designed for teachers with 1–4 years experience.

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## IX. Policies and Procedures

**Registration and Materials:** Registration handled by ELT will be done using the learning management system (LMS), ELT Academy. ELT will provide the seminar materials electronically to participants and track attendance through ELT Academy. For seminars where ELT is **not** handling registration, the requesting organization is responsible for managing all aspects of participant registration and must provide ELT with a finalized attendance list at least **five (5) business days** prior to the scheduled seminar date. ELT will send the seminar materials and the Zoom link (for virtual seminars) electronically to the requesting organization along with the signed contract. It is the responsibility of the requesting organization to print and distribute the materials, provide the Zoom link to participants in advance of the seminar, finalize attendance, and distribute certificates for CTLE.

**Seminar Maximum:** The sponsoring agency will be billed an additional \$20 per person for exceeding the maximum number of participants for a seminar (35 for in-person/40 for virtual.)

**Cancellation Policy:** If a Seminar is cancelled less than **4 business days** prior to the scheduled date, the sponsoring agency will be billed for the Seminar. Exceptions for weather-related or technology issues (e.g., Zoom system down indicated by company.) Cancellations should be discussed directly with ELT at 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 cannot be guaranteed.

**Seminar Facilities:** For In-Person Seminars, facilities should include a large classroom/space with movable chairs and tables for small group interactions, a projector and screen, a laptop (if possible), internet access, an easel, chart paper and markers. Please communicate to the instructor any special instructions needed for Wi-Fi access. ELT discourages the use of cafeterias or auditoriums for seminars.

In compliance with New York State Education Department, NYSUT Education & Learning Trust (ELT) has been approved as a sponsor to provide professional learning for Continuing Teacher Leader Education (CTLE) hours. All seminars are CTLE approved except Autism Spectrum Disorder, Dignity for All Students Act (DASA), and the Updated Mandated Child Abuse Training.