



Presenter Information Sheet - School District No.71 (Comox Valley)



WORKSHOP DATE : _____

Teacher Pro-D c/o CDTA office
491 Fourth St, Courtenay, V9N 1G9
Phone: (250) 338-1461

Title of Workshop: _____

Speaker Name: _____

E-mail Address: _____

(In-district presenters) School: _____

(Out-of-district presenters) Address: _____

Phone #: _____ Cell #: _____

Session: Full Day: _____ (4 hrs.)

OR $\frac{1}{2}$ Day only: (2 hrs.) AM Preferred _____ PM Preferred _____

OR 2 of $\frac{1}{2}$ Day Sessions: Repeat of Same _____ Different Content _____

Of interest to teachers (specify grade, level or specialty): _____

Out-of-District Presenters Travel Arrangements & Costs

Will you be travelling here by car? _____ or will you be travelling here by flight? _____

Do you need to be picked up/dropped off at the airport? _____ Do you need us to book a hotel? _____

*Crown Isle Resort is our preferred central hotel with shuttle to and from the airport ~ Phone: 250-703-5000)

Presenter/Workshop

Estimated Expenses:

Fee: \$ _____

OR Honorarium: \$ _____

Travel Expenses: \$ _____

TOC Costs: \$ _____

Accommodation: \$ _____

Other costs: \$ _____

Total: \$ _____

Note: SD71 teachers that are presenting a session will receive an optional honorarium and notified after the February Pro-D day.

I will invoice you: Yes _____ No _____

Description of Workshop and your Bio:

Please attach exactly the description of your workshop session as you would like to see it written up in our brochure.

Preferred room size and maximum # of participants:

Wireless internet connection is available, and there are screens in most rooms, but it is the expectation of this school district that you will bring your own equipment for your particular presentation. Any special requests for equipment must be made at least one month prior to the workshop:

Please include any additional supplies needed to set up your room:

Please return as soon as possible to:

Email: teacherprod@sd71.bc.ca

Michelle, Pro-D Secretary,
School District No. 71 (Comox Valley)

Location:
Comox District Teachers' Association Office
491 Fourth Street (second floor)
Courtenay, BC V9N 1G9
Phone (250) 338-1461

Approved: PD Chair: _____