

TECHNOLOGY VIRTUAL SEMINAR REQUEST FORM



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518-213-6000 | 800-528-6208 | FAX 518-213-6456
elt.nysut.org | elt@nysut.org

Title of Seminar: _____

Date of Seminar: _____

Expected # of Participants: _____ Audience: _____

Requesting Organization: _____

Region (choose one):

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

Special Requests: _____

CONTACT INFORMATION

Name and Title: _____

Email Address: _____ Phone Number: _____

Billing Information: _____

Email of Local President: _____

Signature of Local President: _____

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

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Half-Day (3 hours): \$800

**Maximum 40, Fee is based on 40 participants.*

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

POLICIES AND PROCEDURES:

To make this process as smooth as possible, please email a copy of the roster to ELT and the instructor 3-5 days prior to the session date.

In addition to the contract, you will receive:

- an electronic file of the participant booklet to send to participants. You might consider printing copies of the booklet and mailing to registered participants.
- a Zoom meeting invite link from the instructor. We recommend that participants test the meeting link at least 10 minutes before the start of the training.

At the conclusion of the training:

- participants will be asked to complete an evaluation form. Let us know how they can access it and please share the results with us.
- the instructor will run a Usage report of unique users for the purposes of attendance and send it to you so you can provide a certificate of attendance for those who were present.

Please contact the instructor ahead of time:

- with any expectations unique to your organization for virtual training attendees.
- if you plan to attend and would be willing to help as a co-host.

***Seminar Maximum:** The fee is based on a maximum of 40 participants. If there are more than 40 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 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 cannot be guaranteed.