



800 Troy-Schenectady Road, Latham, NY 12110-2455  
518-213-6000 800-528-6208 FAX 518-213-6456  
[www.nysut.org/elt](http://www.nysut.org/elt)

## **WORKSHOP REQUEST FORM**

Title of Workshop: \_\_\_\_\_

Location of Workshop: \_\_\_\_\_

\_\_\_\_\_

School District: \_\_\_\_\_

Region: \_\_\_\_\_

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

\_\_\_\_\_

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

Date and Time of Workshop: \_\_\_\_\_

Expected # of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_

### **CONTACT INFORMATION**

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone Number/E-Mail: \_\_\_\_\_

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

E-Mail of Local President: \_\_\_\_\_

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

#### **Board of Trustees:**

Richard C. Iannuzzi, Chair • Alan Lubin • Maria Neira • Kathleen M. Donahue • Robin D. Rapaport • Lee Cutler



**PAYMENT AUTHORIZATION INFORMATION**

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

**WORKSHOP RATES ARE VALID FROM 9/1/07 – 8/31/08**

**Please check type of workshop being requested:**

**TEACHER WORKSHOPS (includes materials):**

\_\_\_ Half-Days: \$600                      \_\_\_ Full Days: \$875

*\* Minimum 10 Participants, Maximum 35*

\_\_\_ New Member Workshops: No Cost if at least 15 Participants. If fewer than 15 (min. 10), a \$375.00 charge will be sent to the Contact Person.

**SCHOOL RELATED PROFESSIONAL (includes materials):**

\_\_\_ Half-Days: \$600                      \_\_\_ Full Days: \$875

*\* Minimum 10 participants, Maximum 35*

**HEALTH & SAFETY (includes materials):**

Up to two Health & Safety workshops can be requested for a charge of \$115.00 each. Additional workshops will incur normal workshop fees.

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*Charges for under- or over-enrolled workshops are in addition to the fees outlined above.*

**POLICIES AND PROCEDURES:**

**Workshop Maximum:** The maximum number of participants for a workshop is 35. If there are more than 35 participants at a workshop, the sponsoring agency will be billed for an additional workshop.

**Cancellation Policy:** If a workshop is cancelled less than 2 business days prior to the scheduled date, the sponsoring agency will be billed for the workshop. Exceptions for weather-related cancellations should be discussed directly with ELT at 1-800-528-6208.

**Workshop Requests:** Workshops should be requested 4-6 weeks prior of the desired date. Workshops requested less than 4 weeks in advance can not be guaranteed.

**Workshop Facilities:** Workshop facilities should include classroom space with moveable chairs and tables, overhead projector and screen, chart paper, and a VCR and monitor if requested. ELT discourages the use of cafeterias or auditoriums for workshops.