



ELT

Education & Learning Trust

800 Troy-Schenectady Road, Latham, NY 12110-2455
518-213-6000 800-528-6208 FAX 518-213-6456
www.nysut.org/elt

SEMINAR REQUEST FORM

Title of Seminar: _____

Location of Seminar: _____

School District: _____

Region: _____

Address: _____

Building and Room: _____

Date and Time of Seminar: _____

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 • Andrew Pallotta • Maria Neira • Kathleen M. Donahue • Lee Cutler

PAYMENT AUTHORIZATION INFORMATION

Name and Title of Authorized Individual: _____

Please check type of Seminar being requested:

TEACHER SEMINARS (includes materials):

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

** Minimum 10 Participants, Maximum 35*

_____ New Member Seminars: No cost if at least 15 Participants. If fewer than 15 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*

_____ New Member Seminars: No cost if at least 15 Participants. If fewer than 15 a \$375.00 charge will be sent to the Contact Person.

_____ *Health & Safety Seminars: Up to two (2) of the following Health & Safety Seminars can be requested for a charge of \$115.00 each.

**Due to contract agreement with the New York State Department of Labor, a commitment of 3 full hours is necessary for grant funded fee.*

15 – HOUR PROGRAM (includes materials)

_____ Minimum 10 Participants, Maximum of 25 \$2,500

** 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 for an additional Seminar.

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 of the desired date. Seminars requested less than 4 weeks in advance can not be guaranteed.

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