



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: _____

ELT Region: _____

School District: _____

Address: _____

Building and Room: _____

Date of Seminar: _____ Time(s): _____

Expected # of Participants: _____ Audience: _____

CONTACT INFORMATION

Name: _____

Address: _____

Phone #, FAX # & 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.



PAYMENT AUTHORIZATION INFORMATION

Name and Title of Authorized Individual: _____

Please check type of Seminar being requested:

TEACHER (includes materials):

_____ Half-Day: \$800 _____ Full Day: \$1,200

**Minimum 10 Participants, Maximum 35*

_____ New Member: *No cost if at least 15 Participants. If fewer than 15, a \$375 charge will be sent to the Contact Person.*

_____ ***Health & Safety Seminars: Health & Safety Seminars can be requested at no cost provided a minimum of 15 participants attend. (If fewer than 15, a \$375 charge will be sent to the Contact Person).*

SCHOOL-RELATED PROFESSIONAL (includes materials):

_____ Half-Day: \$800 _____ Full Day: \$1,200

**Minimum 10 Participants, Maximum 35*

_____ New Member: *No cost if at least 15 Participants. If fewer than 15, a \$375 charge will be sent to the Contact Person.*

_____ ***Health & Safety Seminars: Health & Safety Seminars can be requested at no cost provided a minimum of 15 participants attend. (If fewer than 15, a \$375 charge will be sent to the Contact Person).*

***Due to contract agreement with the New York State Department of Labor, a commitment of 3 full hours is necessary for grant funded fee. A limited amount of grant-funded seminars are available on a first come, first served basis.*

Charges for under or over-enrolled seminars are in addition to the fees outlines above.

15-HOUR PROGRAM (includes materials):

_____ \$3,500

Customized Programs also available (Minimum 10 Participants, Maximum of 25). Please contact NYSUT ELT for more information.

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 \$20 per person.
- **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 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, proxima and screen, laptop and chart paper. ELT discourages the use of cafeterias or auditoriums for Seminars.