

QUEBEC  
PROVINCIAL ASSOCIATION  
OF TEACHERS



L'ASSOCIATION PROVINCIALE  
DES ENSEIGNANTES  
ET ENSEIGNANTS DU QUÉBEC

# PRE-CONVENTION WORKSHOP PROPOSAL FORM

November 23, 2017

9h00 to 15h00

New location: Hyatt Regency Montréal



ANNUAL  
CONVENTION

CONGRÈS  
ANNUEL

2017

HYATT REGENCY MONTRÉAL

NOVEMBER 23-24, 2017 / 23-24 NOVEMBRE 2017



**RETURN TO:**

Karen Hunt  
Convention 2017  
Québec Provincial Association of Teachers  
17035 Brunswick Blvd.  
Kirkland, QC H9H 5G6

or

**BY EMAIL:**

karen\_hunt@qpat-apeq.qc.ca

**TELEPHONE:**

(514) 694-9777 (Montréal) or  
1 800 361-9870 (outside metropolitan Montréal)

**DEADLINE: MAY 5, 2017**

Please keep a copy of this proposal for yourself.

# PRE-CONVENTION WORKSHOP PROPOSAL

## SPEAKER PERSONAL INFORMATION

(Actual speaker only)

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Surname: \_\_\_\_\_ School/Company: \_\_\_\_\_  
Language of preference:      English      French      \_\_\_\_\_

### ADDRESS

street: \_\_\_\_\_  
city: \_\_\_\_\_  
province: \_\_\_\_\_  
postal code: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Telephone:      (\_\_\_\_) \_\_\_\_\_  
Fax:              (\_\_\_\_) \_\_\_\_\_  
Cellular:        (\_\_\_\_) \_\_\_\_\_

### OTHER SPEAKERS

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

**WORKSHOP TITLE:** \_\_\_\_\_

### TARGET AUDIENCE:

Kindergarten      Primary      Secondary      Adult Ed.      Tech-Voc      All

**SPONSORING ORGANIZATION** (if applicable): \_\_\_\_\_

**WORKSHOP DESCRIPTION** (Please type in space below. Maximum: 75 words):

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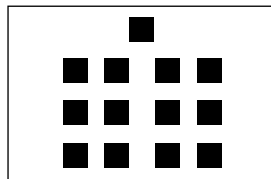
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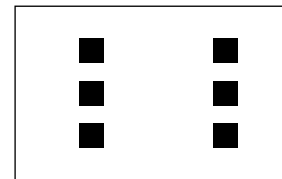
# ROOM SET-UP AND AUDIO-VISUAL EQUIPMENT

PLEASE CHOOSE ONE OF THE FOLLOWING:

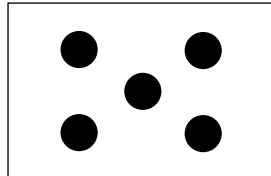
Theatre-style  
(chairs only)  
20 to 50 participants



Opened-style  
(no tables)



Banquet-style  
(round tables)  
50+ participants



## EQUIPMENT IN ALL ROOMS

- Standing podium
- Microphone
- Screen
- Internet wi-fi
- LCD projector (with audio)

**Any other audio-visual equipment must be furnished by the speaker.**

# BUDGET PROPOSAL

This form must accompany your workshop proposal

Fee or Honorarium (Please be advised that should income from registration fees not be sufficient to cover our costs, we may have to re-negotiate the honorarium or forced to cancel the workshop all together.)

## TRAVEL EXPENSES

In no case will a mileage allowance be paid that is greater than the cost of economy air- fare or, where this is not available, greater than the cost of public transport.  
No travel or living expenses may be claimed for persons living in the metropolitan Montréal area.

Car Kilometrage: \_\_\_\_\_ x \$0.54/km\*

Air	Bus	Rail
_____	_____	_____
Taxi (Receipt mandatory)		
_____		
Parking (Receipt mandatory)		
_____		
<i>Total travel expenses</i>		

## LIVING EXPENSES

Hotel: Maximum 1 night at the official hotel (QPAT preferential rate)

*Total living expenses*

**TOTAL ESTIMATED EXPENSES**

# GENERAL INSTRUCTIONS

## 1. Confirmation or rejection of proposals

A proposal may be considered as accepted when it has been confirmed in writing. The selection of a workshop proposal is determined by an evaluation based on several factors: the general program, the cost, and the nature of the proposal.

## 2. Deadline for receipt

Session proposals must be received by May 5, 2017.

## 3. Personal information

Please indicate your occupation (e.g. Secondary III history teacher, consultant, etc.) and the school, company or organization where you are employed (e.g. Centennial HS, McGill University, etc.) or if you are self-employed.

## 4. Description, target audience and sponsor

The description of your workshop should include the content and the manner in which the workshop shall be given. In the target audience section of the form, indicate the category of teacher most likely to be interested in your workshop.

If you are being sponsored, please indicate the name of your sponsor also in the appropriate section of the form.

## 5. Audio-visual equipment and costs

Each room will be equipped with screen, LCD audio, Wi-Fi internet and one podium microphone. Any changes to requests for AV must be made no later than October 21. The cost of changes made after this date will be charged to the speaker and, if necessary, will be deducted from the fee.

NB: The cost of renting computers is not covered by Convention.

## 6. Sale of materials

Books, materials, etc., may not be sold at sessions. The two exceptions are:

- 1) the materials of non-profit associations; and
- 2) materials which are being handled by an official Convention exhibitor, which may be shown and referred to at a session if the resource person or speaker wishes.