

# WORKSHOP PROPOSAL FORM



**ANNUAL  
CONVENTION**

**CONGRÈS  
ANNUEL**

**2017**

**HYATT REGENCY MONTRÉAL**

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



**November 23 and 24, 2017**

60 to 75 minutes workshop

**New location:**

**Hyatt Regency Montréal**

**RETURN TO:**

Convention 2017

Québec Provincial Association of Teachers  
17035 Brunswick Blvd.

Kirkland, QC H9H 5G6

or

**BY EMAIL:**

atelier2017workshop@qpat-apeq.qc.ca

**TELEPHONE:**

(514) 694-9777 (Montréal) or

1 800 361-9870 (outside metropolitan Montréal)

**DEADLINE: MAY 5, 2017**

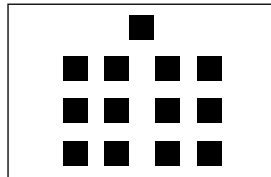
Please keep a copy of this proposal for yourself.  
Proposals may be emailed or mailed.



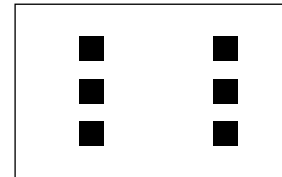
# ROOM SET-UP AND AUDIO-VISUAL EQUIPMENT

PLEASE CHOOSE ONE OF THE FOLLOWING:

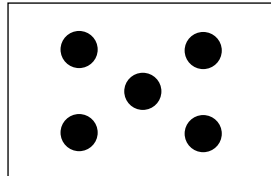
Theatre-style  
(chairs only)  
20 to 50 participants



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

The form for claiming expenses will be available at Convention in your information package.

|  |  |
|--|--|
| Fee or Honorarium<br>(Maximum \$350.00 per session GST and QST included) |  |
|--|--|

## 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.<br>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) |  |
| <i>Total living expenses</i>  |  |

**TOTAL ESTIMATED EXPENSES**

## GUIDELINES FOR HONORARIA AND FEES PER WORKSHOP

**Category A – \$350 (GST and QST included)**

- Educators, private consultants

**Category B – No payment**

- Authors, agents or publishers of materials sold to the public education system, exhibitors, government agencies and commercial interests

# 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. Proposals from subject associations will be given priority for Thursday evening sessions. Subject associations wishing to have a room for business meetings on the Thursday evening must return a completed workshop proposal form.

## 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.