

# WORKSHOP PROPOSAL FORM



ANNUAL  
CONVENTION

CONGRÈS  
ANNUEL

2018

HYATT REGENCY MONTRÉAL

NOVEMBER 8-9, 2018 / 8-9 NOVEMBRE 2018



**November 8 and 9, 2018**

60 to 75 minutes workshop

**Location:**

**Hyatt Regency Montréal**

**RETURN TO:**

Convention 2018

Québec Provincial Association of Teachers

17035 Brunswick Blvd.

Kirkland, QC H9H 5G6

or

**BY EMAIL:**

atelier2018workshop@qpat-apeq.qc.ca

**TELEPHONE:**

(514) 694-9777 (Montréal) or

1 800 361-9870 (outside metropolitan Montréal)

**DEADLINE: MAY 4, 2018**

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

# WORKSHOP PROPOSAL

2018-

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## SPEAKER PERSONAL INFORMATION

(Actual speaker only)

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

### ADDRESS AT HOME

Street: \_\_\_\_\_  
City: \_\_\_\_\_  
Province: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Telephone:      (\_\_\_\_) \_\_\_\_\_  
Fax:      (\_\_\_\_) \_\_\_\_\_  
Cellular/pager:      (\_\_\_\_) \_\_\_\_\_

### OTHER SPEAKERS

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

### TARGET AUDIENCE:

Kindergarten      Primary      Secondary      Adult Ed.      Tech-Voc      All

### CATEGORY:

Arts	French Immersion	Social Science	Other
Behaviour Management	Math	Special Needs/ Inclusive Education	Not Applicable
ELA/Literacy	Multi-Disciplinary/ Cross-Curricular	Technology	
Ethics and Religion	Science	Wellness	
FLS/FSL	Sex Education	STEAM	

# WORKSHOP PROPOSAL

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

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

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

**PREFERRED DAY:**

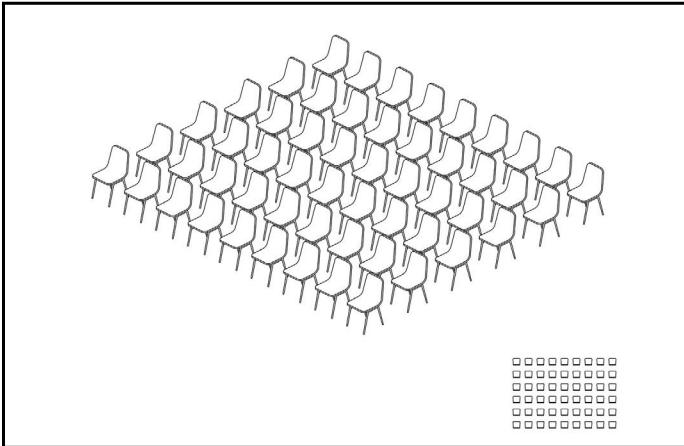
Thursday, November 8th  
(Evening)  
17 h 00 – 19 h 15

Friday, November 9th  
(Day)  
9 h 00 – 15 h 00

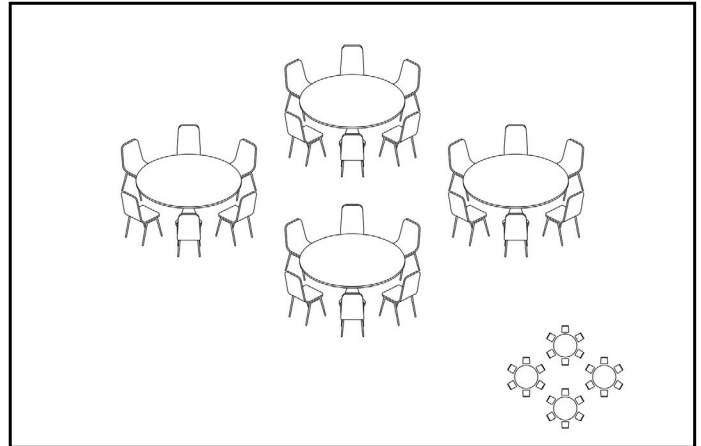
Thursday or Friday

# ROOM SET-UP AND AUDIO-VISUAL EQUIPMENT

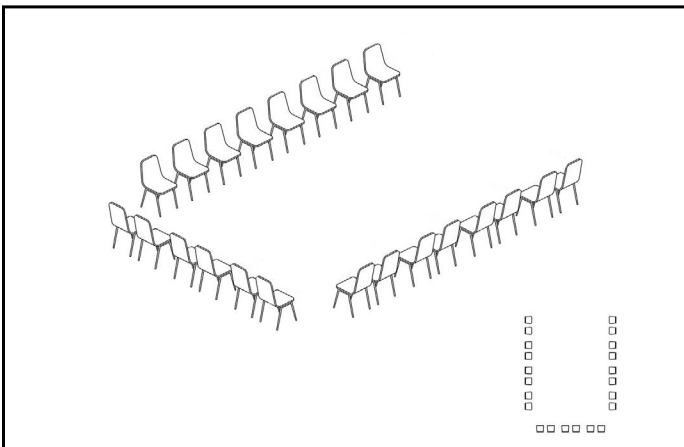
PLEASE CHOOSE ONE OF THE FOLLOWING:



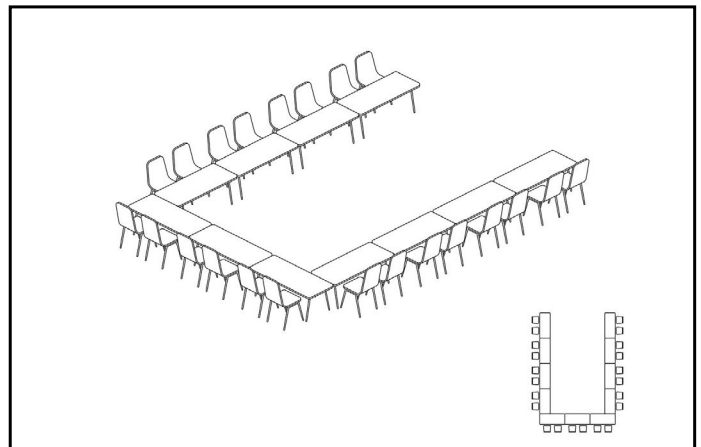
Theatre-style (chairs only)  
20 to 50 participants



Banquet-style (round tables)  
50+ participants



Opened-style (no tables)



Shared space (see page 6)

## 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 (see fee policy on page 6) (Maximum \$350.00 per workshop GST and QST included)	
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## 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)	
<i>Total living expenses</i>	

**TOTAL ESTIMATED EXPENSES**

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## 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

Workshop proposals must be received by May 4, 2018.

## 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 workshop if the resource person or speaker wishes.

## 7. Shared space

Drop-in workshops to be held continuously all day in the same space. The speaker will have the opportunity to share a space with other speakers to promote a hands-on workshop or activity. Participants will be able to casually drop-in throughout the whole day to browse different workshops and activities.