

QUEBEC
PROVINCIAL ASSOCIATION
OF TEACHERS



L'ASSOCIATION PROVINCIALE
DES ENSEIGNANTES
ET ENSEIGNANTS DU QUÉBEC

PRE-CONVENTION WORKSHOP PROPOSAL FORM

November 14, 2019

9h00 to 15h00

New location: Hôtel Bonaventure Montréal



ANNUAL
CONVENTION

CONGRÈS
ANNUUEL

2019

HÔTEL BONAVENTURE MONTRÉAL

NOVEMBER 14-15, 2019 / 14-15 NOVEMBRE 2019



RETURN TO:

Karen Hunt
Convention 2019
Québec Provincial Association of Teachers
17035 Brunswick Blvd.
Kirkland, QC H9H 5G6

or

BY EMAIL:

karen_hunt@qpat-apeq.qc.ca

TELEPHONE:

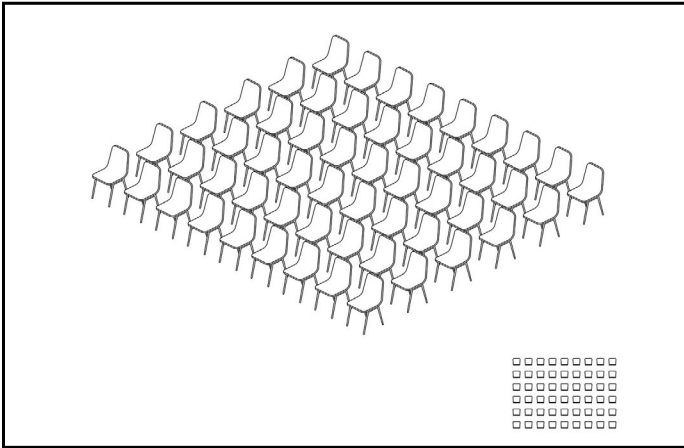
(514) 694-9777 (Montréal) or
1 800 361-9870 (outside metropolitan Montréal)

DEADLINE: MARCH 22, 2019

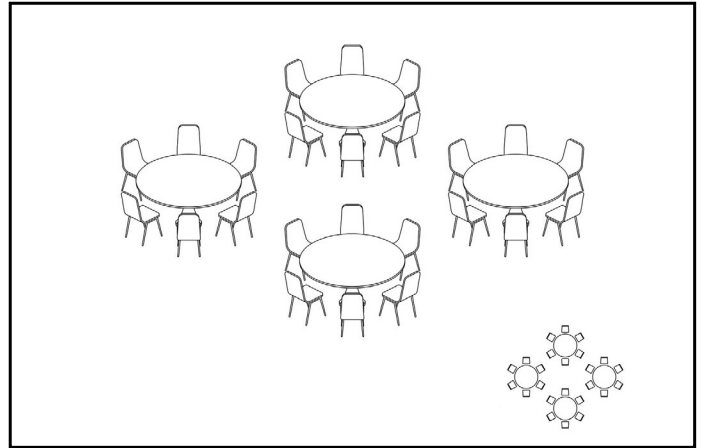
Please keep a copy of this proposal for yourself.

ROOM SET-UP AND AUDIO-VISUAL EQUIPMENT

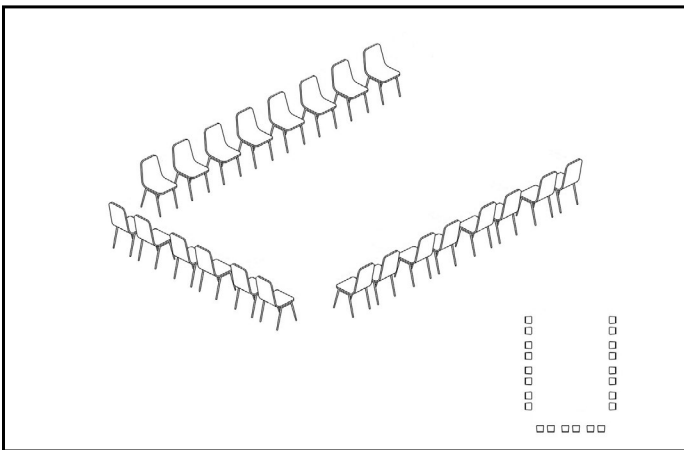
PLEASE CHOOSE ONE OF THE FOLLOWING:



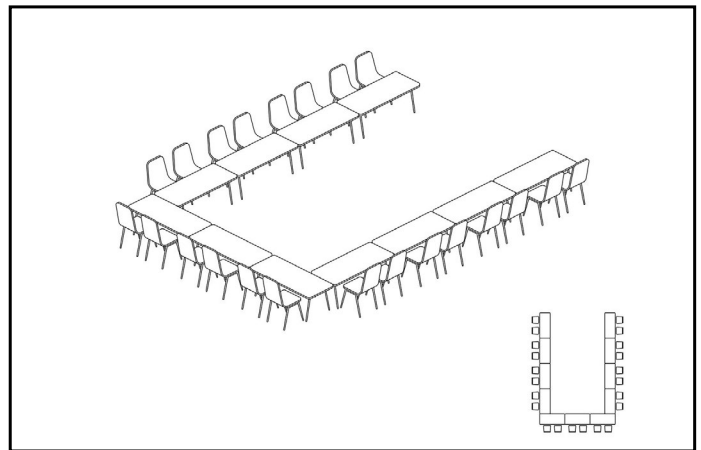
Theatre-style (chairs only)
20 to 50 participants



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 and computer must be furnished by the speaker.

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 March 22nd, 2019.

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 11. 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.