



PROFESSIONAL DEVELOPMENT ACTIVITY PROPOSAL FORM

PROPOSAL DETAILS

Submission is recommended eight to ten weeks prior to the desired date(s) of the seminar for ample marketing time.

Submitted By: _____ Date: _____

Phone: _____ Email: _____

Professional Development Committee/Regional: _____

SEMINAR DETAILS

Submission is recommended eight to ten weeks prior to the desired date(s) of the seminar for ample marketing time.

Seminar Title (8 to 10 words):

Seminar Blurb:

Intended Audience: _____

Estimated number of attendees: 1-25 26-50 51-75 76-100

REQUIRED – Content level for this seminar: Beginner Intermediate Advanced

PD Credit Hours _____ *Only include the time of the presentation (excluding lunch and networking), down to the quarter hour.*

Desired Location (City): _____ **Desired Date:** _____

Start Time: _____ am pm **End Time:** _____ am pm

If applicable:

Approved Administrators' Academy Credit Seminar? Y N #AAC _____

PLEASE FILL OUT SPEAKER INFORMATION ON THE NEXT PAGE

Be sure to include the ISBE Approved Professional Development Provider Activity Summary (ISBE 73-58) with this form.

MODERATOR/PRESENTER DETAILS

The moderator cannot be from the same company as the presenter(s).

MODERATOR

Name: _____ Position/Title: _____
School/Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

PRESENTERS It is advised that the presenter(s) commit to your proposed seminar date(s) before this form is submitted.

Name: _____ Position/Title: _____
School/Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

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Phone: _____ Email: _____

Please include any additional presenters on a separate sheet.

NOTATION TO VENDORS:

1. Presentations will provide educational material within the expertise of the vendor/presenter.
2. Presentations are **not** to include a sales presentation.
3. Please make sure that handouts are relevant to the subject matter of the presentation.
4. The vendor's name, logo and other information are only appropriate on the last slide of PowerPoint and/or handouts.

If you have any questions, or to submit a PDF seminar request, please email, scan or fax to:

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