TEACHER WORKSHOP PROPOSAL FORM
SUBMIT THIS FORM TO YOUR SCHOOL’S TEACHER REPRESENTATIVE
(This workshop must be field-tested at your school prior to submission to EARCOS)

First Name: Last Name:

Email Address:

Co-Presenter Full Name: (if applicable)

Workshop topic or subject area:

Workshop title: (10-word maximum)

Grade level(s) and/or target audience:

Description of workshop: (50-75 word maximum) Please accurately and concisely describe the content of your workshop.

Narrative bio of presenter/s: (50-75 word maximum)
Audio-visual equipment and/or supplies: Presenters must bring their own laptops.
Audio-visual equipment and basic supplies, such as markers, post-its, and chart paper, will be available upon request. Please be aware that there are a limited number of projectors we may not be able to provide projectors for everyone. These will be assigned on a first-come, first-served basis.

Name of presentation assistant/aide (presenters must assign a colleague from their school to act as their assistant during their session):

Teacher Representative’s comments:

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________________________________________________________________________

Signature: ___________________________  Title: ___________________________
                                                Date: _______________________  

Administrator’s comments:

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Signature: ___________________________  Title: ___________________________
                                                Date: _______________________  

Head of School’s comments:

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Signature: ___________________________  Title: ___________________________
                                                Date: _______________________