Guest Presenter Form

Friday, November 18, 2022
Professional Development Day
Presented by
OSSTF District 13 and Durham District School Board

As a guest presenter during our Professional Development day, we welcome you and appreciate you sharing your knowledge with our staff. We want to make sure that the day is a productive and smooth one for both you and our staff. To that end, we would like to provide you with an overview of the day and some guidelines to consider when preparing your workshop.

- You were invited to participate in this day by one of our staff members. They will act as your liaison and be present during your workshop should any questions or concerns arise.

- This liaison will be submitting a workshop proposal on your behalf. Please make sure to coordinate with this person to ensure that the information provided to us is accurate. Please see the proposal form for details.

- Each session is 2 hours and 15 minutes in length. We anticipate that your workshop will fully take advantage of this time without going over the allotted time period.

- If you are offering a full day workshop, you will have two 2 hour and 15 minute sessions with a 1.5 hour lunch break in between.

- The timings for the day has not been established yet. Your liaison will keep you updated.

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- The participants will be asked to submit anonymous workshop feedback forms. If you would like copies of these, please arrange this with your liaison.

- If there are any costs associated with your workshop, this must be clearly stated on the proposal form.

- Please keep in mind the audience and the intent of the day. The participants are public secondary school teachers from across Durham Region. They are choosing their workshops based on their interests and/or their subject areas. The workshops will allow staff to learn something new, further develop existing skills or knowledge, gather resources or share best practices.

- While you may represent a commercial interest, please do not use this workshop solely as a means to attract clients. Remember that sharing knowledge is our goal.

I have read and understand the Guidelines set forth for the OSSTF District 13 / DDSB Professional Development Day on November 18th, 2022.

Name: _____ Signature: _____

Date: _____ Workshop: _____

Please submit the signed portion of this form to your liaison or directly to OSSTF District 13 addressed to Ruth Leone at:

Fax: (905) 668-5244
Email: ruth.leone@d13.osstf.ca
Mail: 601 Palace Street, Whitby, L1N 6S5