

# CALL FOR PROPOSALS

November 15, 2019

Professional Development Day

*Better Together*

Presented by

OSSTF District 13 and Durham District School Board



If you would like to present a professional development session or host a workshop for a particular subject area or area of interest during the OSSTF - DDSB PD Day on November 15, 2019, please complete this sheet and return by September 28, 2018 to:

- e-mail: [ruth.leone@d13.osstf.ca](mailto:ruth.leone@d13.osstf.ca)  
or
- DDSB courier: Ruth Leone, OSSTF District 13 Office

Your proposals may be for:

- a) single session: AM (8:30 - 11:00 am) or PM (12:30 - 3:00 pm)
- b) repeated sessions: both AM and PM
- c) full-day sessions

Teachers will be registering for two separate half-day sessions or one full-day session.

We would like to offer these workshops at your home school if possible.

All sessions will be held in DDSB / OSSTF facilities, unless required due to the nature of the activity (with approval).

All proposals will be reviewed by the District 13 Professional Development Committee and presenters will be notified of proposal acceptance by October 11, 2019.

Please keep pages 1 & 2 for your referral and submit only page 3.

If you have questions, please contact the District Office at 905-668-7100.

**Please read the following details carefully before submitting a proposal**

- Cost
  - Any costs associated with the workshop (guest speakers, materials, manuals, mileage, etc...) need to be included in the individual cost to each participant or covered by the presenter.
  - Please be aware that any costs incurred as a result of the workshop are ultimately the responsibility of the presenter.
  - An email from you after November 13th reminding participants that they are expected to pay for workshops regardless of whether or not they attend is advised.
- Equipment
  - You are responsible for arranging any necessary equipment you will need for your workshop.
  - If participants are expected to bring materials, this must be clearly itemized on the proposal form.
- Rooms
  - It is the responsibility of the presenter to book a room for their workshop.
  - There is a list of room booking contacts for each school. Please contact this person to book your room to ensure that no rooms are accidentally double-booked.
  - Please make sure the room you use is left in the same condition in which you found it after your workshop!
- Attendance
  - Attendance forms should be made available for attendees to sign at each workshop.
  - Please print the attendance form for your workshop on or after Tuesday November 13th to ensure accuracy due to late registrants resulting from cancelled workshops. This is especially relevant if your workshop has a cost associated with it.
  - Attendance forms to be returned to the District 13 office.
- Feedback Form
  - A feedback form will be provided for each workshop.
  - Please make enough copies for all participants and distribute them at the start of your workshop.
  - Feedback forms to be returned to the District 13 office.
- Guest Presenters
  - There is a Guest Presenter form for them to complete which outlines our expectations of them regarding content, audience, cost, etc...
  - Guest Presenter forms to be returned to the District 13 office along with this proposal.
- Deadlines
  - All proposals must be received at the District 13 office by September 27<sup>th</sup>.
  - This deadline must be adhered to in order for the PD Committee to have enough time to review the proposals.
  - Only full proposals will be considered.
- Minimum Number of Participants
  - The absolute minimum for all workshops is 5.
  - However, you may set a higher minimum which will then be firm. Therefore, if you have listed a minimum of 10 participants and there are only 9 registered then your workshop will be automatically cancelled unless you contact District 13 in a timely fashion.

Name of Presenter(s)		Presentation Description (150 words or less)
Board Email		
Name of Guest Presenter (If any; Guest Presenter Form must be completed also.)		
Title of Presentation		
Subject Area		
Session(s) you wish to offer		
am only_____ full day session_____		
pm only_____ both am and pm_____		
(same session twice)		
School / Location of Presentation		
Room Number	Wheelchair Accessible	
Minimum Participants	Maximum Participants	
Transportation Needed (if any)	Equipment participants need to bring (if any)	
**Cost per participant (if any)		
\$		

**\*\* Cost per participant (if any)**

- Please be aware that any costs incurred as a result of the workshop are ultimately the responsibility of the presenter.
- Please print the attendance form for your workshop on or after Tuesday, November, 12<sup>th</sup> to ensure accuracy due to late registrants resulting from cancelled workshops.
- An email from you after November 12<sup>th</sup> reminding participants that they are expected to pay for workshops regardless of whether or not they attend is advised.

*This document can be found at [www.d13.osstf.ca](http://www.d13.osstf.ca) → Committees → Professional Development → Call for Proposals*