

## Presenter Information Sheet - School District No.71 (Comox Valley)

WORKSHOP DATE :

Teacher Pro-D c/o CDTA office  
491 Fourth St, Courtenay, V9N 1G9  
Phone: (250) 338-1461

Title of Workshop: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

(In-district presenters) School: \_\_\_\_\_

(Out-of-district presenters) Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Session:** Full Day: \_\_\_\_\_ (4 hrs.)

OR  $\frac{1}{2}$  Day only: (2 hrs.) AM Preferred \_\_\_ PM Preferred \_\_\_

OR 2 of  $\frac{1}{2}$  Day Sessions: Repeat of Same \_\_\_\_\_ Different Content \_\_\_\_\_

Of interest to teachers (specify grade, level or specialty): \_\_\_\_\_

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### **Out-of-District Presenters Travel Arrangements & Costs**

Will you be travelling here by car? \_\_\_\_\_ or will you be travelling here by flight? \_\_\_\_\_

Do you need to be picked up/dropped off at the airport? \_\_\_\_\_ Do you need us to book a hotel? \_\_\_\_\_

\*Crown Isle Resort is our preferred central hotel with shuttle to and from the airport ~ Phone: 250-703-5000)

### **Presenter/Workshop**

#### **Estimated Expenses:**

Fee: \$ \_\_\_\_\_

OR Honorarium: \$ \_\_\_\_\_

Travel Expenses: \$ \_\_\_\_\_

TOC Costs: \$ \_\_\_\_\_

Accommodation: \$ \_\_\_\_\_

Other costs: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Note: SD71 teachers that are presenting a session will receive an optional honorarium and notified after the February Pro-D day.

I will invoice you: Yes \_\_\_ No \_\_\_

**Description of Workshop and your Bio:**

Please attach exactly the description of your workshop session as you would like to see it written up in our brochure.

**Preferred room size and maximum # of participants:**

Wireless internet connection is available, and there are screens in most rooms, but it is the expectation of this school district that you will bring your own equipment for your particular presentation. Any special requests for equipment must be made at least one month prior to the workshop:

Please include any additional supplies needed to set up your room:

**Please return as soon as possible to:**

**Email: [teacherprod@sd71.bc.ca](mailto:teacherprod@sd71.bc.ca)**

Michelle, Pro-D Secretary,  
School District No. 71 (Comox Valley)

Location:  
Comox District Teachers' Association Office  
491 Fourth Street (second floor)  
Courtenay, BC V9N 1G9  
Phone (250) 338-1461

**Approved: PD Chair: \_\_\_\_\_**