

## MTS Professional Learning Workshop Request / Agreement 2019-2020

To request a workshop, please fill out this form, save as a pdf and email to pdevents@mbteach.org . Please note that all fields must be completed before submitting.

<b>Booking timeline</b>	Minimum eight weeks prior to workshop date
<b>Participant minimum</b>	20 participants (60 % must be MTS Members)
<b>Fees for a half-day or 1 day workshop</b>	
Booking fee invoiced upon confirmation	\$175 booking fee
Non-member fees invoiced after workshop	\$20 per person for all non-MTS members (ie: EA's, superintendents)
<b>Fees for a 2-day workshop</b>	
Deposit invoiced upon confirmation	\$500 non-refundable deposit \$105 per MTS member
Fees invoiced after workshop	\$175 per non-MTS member (ie: EA's, superintendents)
<b>Fees for the 2-day Crucial Conversations workshop</b>	
Deposit invoiced upon confirmation	\$500 non-refundable deposit \$300 per MTS member (includes materials fee)
Fees invoiced after workshop	\$350 per non-MTS member (includes materials fee)
<b>Other</b>	We will communicate by email the fees for any workshop that does not fit into one of the above categories.
<b>GST</b>	All fees listed above include the GST (10808 7875 RT0001)

<b>Booking Contact Name and MTS Member Number</b>	
<b>Booking Contact Telephone Number</b>	
<b>Booking Contact Email Address</b>	
<b>Billing Contact Name and Email Address (if different from above)</b>	
<b>Workshop Location Name &amp; Address</b>	
<b>Workshop Requested</b>	
<b>Expected Number of Participants</b>	
<b>Preferred Date of Workshop</b>	
<b>Alternate Date</b>	
<b>Workshop Start/End Time</b>	

This Agreement supersedes all prior formal and informal agreements, understandings, negotiations and discussions, whether oral or written. Any amendments must be made in writing.

The Manitoba Teachers' Society (MTS) Responsibilities	Requesting School, Division or Association Responsibilities
<ul style="list-style-type: none"> <li>▪ Deliver the workshop requested.</li> <li>▪ In keeping with industry standards, provide a facilitator with the necessary skills, expertise and experience and workshop materials.</li> <li>▪ If for any reason the facilitator is unable to deliver the workshop, MTS will use its best efforts to find a replacement who is acceptable, failing which, MTS will fully refund any fees.</li> <li>▪ The Manitoba Teachers' Society retains the right to cancel this Agreement in the event of an Act of God, governmental restrictions, international emergencies, or any other reason beyond the control of the parties. Neither party shall have any claim for damages against the other in the event of such cancellation. The requesting school/division/association shall be entitled to full reimbursement of any payment of fees prior to such cancellation, including the deposit if such cancellation is by MTS and/or the facilitator. Any such cancellation shall only be effective by written notice to that effect given prior to the workshop date.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pay the fees related to the type of workshop requested.</li> <li>▪ Forfeit the non-refundable deposit if the workshop is cancelled except in the event of an Act of God, governmental restrictions, international emergencies, or any other reason beyond the control of the school/division/association. Any such cancellation shall only be effective by written notice to that effect provided prior to the workshop date.</li> <li>▪ Provide access to the workshop location prior to the workshop, if requested.</li> <li>▪ Obtain pre-approval for publication or distribution of any written, online or promotional materials featuring the facilitator's name and/or image.</li> <li>▪ Confirm number of participants with MTS staff no later than 14 days prior to the workshop.</li> <li>▪ Ensure appropriate facilities and set up for the number of participants and type of workshop.</li> <li>▪ Provide clear directions to the workshop location.</li> <li>▪ Inform the facilitator of parking arrangements.</li> <li>▪ Provide audio-visual equipment as requested by the facilitator.</li> <li>▪ Ensure a minimum of 20 participants.</li> </ul>

***This is a copyrighted presentation. I/we understand that recording the workshop or distribution of workshop materials is prohibited without prior written permission from MTS.***

The Undersigned has/have read and agreed to the terms of this Agreement. Confirmed and Agreed to by:

**Requesting School, Division or Association:** \_\_\_\_\_

I declare that the above information is true and correct to the best of my knowledge.

**Contact Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>MTS:</b>	
Date retained: _____	Scheduled facilitator: _____
Approved by: _____	Date: _____

## Professional Learning Workshop Planning Form

This form will help us tailor the workshop to your specific needs (if applicable).

Nature of workshop: (i.e. division or school PD day)	
Comments/Instructions/Special Request	
Is there an issue, challenge, or change that this workshop is intended to address?	
Who is the audience? What are their roles? What are their attitudes about this topic, this workshop, and/or the work environment in general?	
What are the desired outcomes for knowledge, skills, and attitudes? What do you hope will be measurably different six weeks after the workshop?	
What values will this event express and reinforce?	
What other workshops and/or in-services have the staff participated in over the last two years?	
What follow up work will you do with participants on this topic?	
How does this workshop fit with the overall school goals?	
Might any surprises affect the amount of actual workshop time?	
What physical set-up and hospitality arrangements will be organized?	
Other Pertinent Information	

Please send all questions or concerns to [pdevents@mbteach.org](mailto:pdevents@mbteach.org).

**Please note that all fields must be completed before submitting.** Save this form as a PDF and email to [pdevents@mbteach.org](mailto:pdevents@mbteach.org).