**2017-2018 MTS Professional Learning Workshop Request / Agreement**

To request a workshop, please fill out this form, sign, scan and return it to MTS at dnormandeau@mbteach.org or fax it to MTS, c/o Danielle Normandeau at 204-831-0877. We will respond to your request as soon as possible.

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| Booking timeline | Minimum eight weeks prior to workshop date |
| Participant minimum | 20 |
| Fees for a non-certification workshop or TLLT workshop* Booking fee invoiced upon confirmation
* Non-member fees invoiced after workshop
 | $100 booking fee$10 per person for all non-MTS members (ie: EA’s, superintendents) |
| Fees for a 2-day certification workshop* Deposit invoiced upon confirmation
* Fees invoiced after workshop
 | $500 non-refundable deposit$105 per MTS member$155 per non-MTS member (ie: EA’s, superintendents) |
| Fees for the 2-day Crucial Conversations training * Deposit invoiced upon confirmation
* Fees invoiced after workshop
 | $500 non-refundable deposit$230 per MTS member (includes materials fee)$260 per non-MTS member (includes materials fee) |
| Other | The fees for any workshop that does not fit into one of the above categories will be communicated by email. |
| GST | All fees listed above include the GST |

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| **Booking Contact Name & MTS#:** | Click here to enter text. |
| Booking Contact Telephone Number  | Click here to enter text. |
| Booking Contact Email Address | Click here to enter text. |
| Billing Contact Name and Email Address (if different from above) | Click here to enter text. |
| Workshop Location Name & Address | Click here to enter text. |
| Workshop Requested | Click here to enter text. |
| Expected Number of Participants | Click here to enter text. |
| Preferred Date of Workshop | Click here to enter text. |
| Alternate Date | Click here to enter text. |
| Workshop Start/End Time | Click here to enter text. |

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

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| **The Manitoba Teachers’ Society (MTS) Responsibilities** | **Requesting School, Division or Association Responsibilities** |
| * Deliver the workshop requested.
* Provide a facilitator with the necessary skills, expertise and experience and workshop materials that are in keeping with industry standards.
* 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.
* 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.
 | * Pay the fees related to the type of workshop requested.
* 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.
* Provide access to the workshop location prior to the workshop, if requested.
* Obtain pre-approval for publication or distribution of any written, online or promotional materials featuring the facilitator’s name and/or image.
* Confirm number of participants with MTS staff no later than 14 days prior to the workshop.
* Ensure appropriate facilities and set up for the number of participants and type of workshop.
* Provide clear directions to the workshop location.
* Inform the facilitator of parking arrangements.
* Provide audio-visual equipment as requested by the facilitator.
* Ensure a minimum of 20 participants.
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***This is a copyrighted presentation. It is understood that recording the workshop or distribution of workshop materials is prohibited without prior written permission from MTS.***

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

**The Requesting School, Division or Association:**

Name of School, Division or Association:

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **MTS:**Date retained: Scheduled facilitator: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  |

**Professional Learning Workshop Planning Form**

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

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