



PROFESSIONAL LEARNING SERVICES

REQUEST/AGREEMENT



CONTACT INFORMATION

Name		MTS Member Number	
Telephone Number		Email Address	
Billing Contact, Name and Email Address <small>(if different from above)</small>			

SESSION INFORMATION

Requesting	<input type="checkbox"/> TLLT Workshop <input type="checkbox"/> Collaborative Learning Team Facilitation <input type="checkbox"/> Staff Customized Workshop <input type="checkbox"/> Teacher Welfare Seminar (Maternity/WSH, etc.) <input type="checkbox"/> Executive/Council Training		
Description			
Location Name and Address			
Expected Number of Participants			
Preferred Date		Alternate Date	
Preferred Start/End Times		Alternate Start/End Times	

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 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:** _____

FOR OFFICE USE ONLY:

Invoice #: _____

Date retained: _____ Scheduled facilitator: _____

Approved by: _____ Date: _____

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

Please submit this form by email to pdevents@mbteach.org



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Booking timeline

Minimum **eight weeks** prior to workshop date

Fees for a half-day or 1 day workshop

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)

Additional fees may apply and will be communicated through the booking process.

The Manitoba Teachers' Society (MTS) Responsibilities

- Deliver the workshop requested.
- In keeping with industry standards, provide a facilitator with the necessary skills, expertise and experience and workshop materials.
- 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.

Requesting School, Division or Association Responsibilities

- **Ensure a minimum of 20 participants (at least 60% must be MTS members).**
- 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.



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