



Request for a Satellite Service from Special Area Groups of Educators (SAGE) Form

Deadlines for submission:

- a) Manitoba Teachers' Society Professional Development Day (MTS PD Day); or
- b) other event: Three months prior to event
- c) if deadline has passed, contact the SAGE directly to see if the request can be accommodated.

Special Area Groups of Educators are affiliated with The Manitoba Teachers' Society and are a strong link to a network of professional educators striving for excellence. Professional Development opportunities, camaraderie, professional learning networks, and a forum to share ideas and insights are all benefits of being a member of a SAGE. This request for service is the first step in approaching a SAGE from a local association or school for learning opportunities throughout the year or on the October SAGE Coordinated Conference Day.

Each SAGE may accept or deny the application based on their ability to accommodate the request.

NAME OF SAGE GROUP:

State which group you are approaching for service: _____

APPLICANT:

State who is making the request and on whose behalf:

_____ on behalf of _____

Contact information: e-mail: _____ Phone: _____

Address: _____

PURPOSE:

Please state the reason for your request: _____

LOCATION:

Provide as much information as possible including address: _____

Date(s): _____ Time(s) Of Event: _____

PARTICIPANTS OR TARGET AUDIENCE:

Please state who will be participating: _____

MAIN CONTACT:

(If different from the person making the request)

Provide as much information as possible including e-mail, phone numbers: _____

THINGS TO CONSIDER

It is important to have a discussion with the person from the SAGE about the following:

Format preference:

Is this event something that people are going to be getting together and doing in-person? Will technology be used (Skype, Google Hangouts, Livestreaming, etc.)? Another format?

Fee collection, registration and membership:

If the SAGE is being asked to offer a satellite session on MTS PD Day? How will fees be collected? Who is eligible to take part? How will you gather their information?

Technological requirements and permissions:

There are times when a group of teachers would like to participate in a portion of a SAGE session (i.e. the keynote of a SAGE conference day or as a part of a workshop). Discuss the technological requirements. Ensure that the MTS privacy policy is being followed with respect to having photography, video and live streaming of all participants and speakers -- these permissions have to be acquired upon registration for each session!