



Pre-Convention 2023 Workshop Proposal Form

October 12, 2023

9 h 00 – 15 h 00

Hôtel Bonaventure Montréal

RETURN TO:

Convention 2023
Quebec Provincial Association of Teachers
17035 Brunswick Blvd.
Kirkland, QC H9H 5G6

or

BY EMAIL:

atelier2023workshop@qpat-apeq.qc.ca

TELEPHONE:

(514) 694-9777 or 1 800 361-9870

Deadline: March 17, 2023

Pre-Convention Proposal 2023 (Actual speaker only)

<p>Name: Click or tap here to enter text.</p> <p>Surname: Click or tap here to enter text.</p> <p>Language of preference: <input type="checkbox"/> English <input type="checkbox"/> French</p>	<p>Occupation: Click or tap here to enter text.</p> <p>School/Company: Click or tap here to enter text.</p>
<p>Address at home</p> <p>Street: Click or tap here to enter text.</p> <p>City: Click or tap here to enter text.</p> <p>Province: Click or tap here to enter text.</p> <p>Postal Code: Click or tap here to enter text.</p> <p>E-Mail: Click or tap here to enter text.</p> <p>Telephone: Click or tap here to enter text.</p> <p>Mobile: Click or tap here to enter text.</p>	<p>Other speakers</p> <p>Name: Click or tap here to enter text.</p> <p>Surname: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Surname: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Surname: Click or tap here to enter text.</p>

<p>Target Audience:</p> <p> <input type="checkbox"/> Kindergarten <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Adult Ed. <input type="checkbox"/> Tech-Voc <input type="checkbox"/> All </p>			
<p>Category:</p>			
<input type="checkbox"/> Arts	<input type="checkbox"/> French Immersion	<input type="checkbox"/> Social Science	<input type="checkbox"/> Other
<input type="checkbox"/> Behaviour Management	<input type="checkbox"/> Math	<input type="checkbox"/> Special Needs/ Inclusive Education	
<input type="checkbox"/> ELA/Literacy	<input type="checkbox"/> Multi-Disciplinary/ Cross-Curricular	<input type="checkbox"/> Technology	
<input type="checkbox"/> Ethics and Religion	<input type="checkbox"/> Science	<input type="checkbox"/> Wellness	
<input type="checkbox"/> FLS/FSL	<input type="checkbox"/> Sex Education	<input type="checkbox"/> STEAM	

<p>We would like you to let us know which workshop format you would be most comfortable with:</p> <p>Choose an item.</p>

Workshop Proposal

Workshop title:

Click or tap here to enter text.

Workshop Description (Please type in space below. Maximum: 75 words):

Click or tap here to enter text.

Sponsoring organization (if applicable):

Click or tap here to enter text.

Room Set-Up and Audio-Visual Equipment

Please choose one of the following:

Choose an item.

Equipment in all rooms

- Standing podium
- Microphone
- Screen
- Internet Wi-Fi
- LCD Projector (with audio)

**Any other audio-visual equipment and
computer must be furnished by the speaker.**

Budget Proposal

This form must accompany your workshop proposal.

The form for claiming your expenses will be emailed to you after your workshop.

Fee or Honorarium (Please be advised that should income from registration fees not be sufficient to cover our costs, we may have to re-negotiate the honorarium or be forced to cancel the workshop altogether.)	Click or tap here to enter text.
---	----------------------------------

Travel expenses

In no case will mileage allowance be paid that is greater than the cost of economy air-fare or, where this is not available, greater than the cost of public transport. No travel or living expenses may be claimed for persons living in the metropolitan Montréal area.	
Car kilometer: Click or tap here to enter text. X 0.68/km	Click or tap here to enter text.
Air <input type="checkbox"/> Bus <input type="checkbox"/> Rail <input type="checkbox"/>	Click or tap here to enter text.
Taxi (Receipt mandatory)	Click or tap here to enter text.
Parking (Receipt mandatory)	Click or tap here to enter text.
Total Travel Expenses:	Click or tap here to enter text.

Living expenses

Hotel: Maximum 1 night at the official hotel (QPAT preferential rate: \$253.00)	
Total living expenses:	Click or tap here to enter text.

Total estimated expenses:	Click or tap here to enter text.
----------------------------------	----------------------------------

General Instructions

1. Confirmation or rejection of proposals

A proposal may be considered as accepted when it has been confirmed by email. The selection of a workshop proposal is determined by an evaluation based on several factors: the general program, the cost, and the nature of the proposal.

2. Deadline for receipt

Workshop proposals must be received by March 17th, 2023.

3. Personal information

Please indicate your occupation (e.g., Secondary III history teacher, consultant, etc.) and the school, company or organization where you are employed (e.g., Centennial HS, McGill University, etc.) or if you are self-employed.

4. Audio-visual equipment and costs

Each room will be equipped with a screen, LCD with audio, Wi-Fi Internet and one podium microphone. Any changes to requests for A/V must be made no later than September 1st. The cost of changes made after this date will be charged to the speaker and if necessary, will be deducted from the fee.

NB: Please bring your own computer with the dongle.

5. Sale of materials

Books, materials, etc., may not be sold at sessions. The two exceptions are:

- 1) the materials of non-profit associations; and
- 2) materials which are being handled by an official Convention exhibitor, which may be shown and referred to at a workshop if the resource person or speaker wishes.