

OFLA Regional Workshop Proposal

Primary presenter contact information:

Name: _____

Preferred mailing address: _____

Preferred Phone contact: _____

E-mail address: _____

School association: _____

List any co-presenters for this session; only you will be contacted, but all names will be listed on

the website and other materials: _____

Workshop Title: _____

Date of workshop: _____

Registration deadline: _____

Location of workshop: _____

Presenter is responsible for finding a host location, arranging refreshments, audio-visual equipment, etc. OFLA Professional Development Committee may be able to assist if needed.

Description of your workshop in 75 words or less

Length of workshop 3-hour half-day workshop 5-hour full-day workshop other: specify: _____

Language of your presentation and samples: _____

Intended Audience (Classroom teacher, teacher trainer, etc.) _____

Focus of your topic (pedagogy, culture, etc.): _____

Whenever and wherever possible a member of the Professional Development committee will be present at the workshop to help facilitate, verify attendee registration, collect any on-site registration and checks, provide logistics assistance etc. If this is not possible, the presenter or his/her designees should verify all registration and send any on-site registration forms and fees to the Professional Development chair as soon as possible after the workshop.

Workshop Finances:

The standard price for OFLA-sponsored workshops is \$10 per contact hour. So participants in a three-hour workshop pay \$30 apiece, and for a five-hour workshop the fee is \$50. Presenter must be able to provide the workshop with monies generated by the workshop. All expenses must be covered by attendee payments. If there are not sufficient attendees registered to meet costs, the presenter must cut costs or cancel the workshop. Presenter is responsible for paying up-front expenses. All expenses planned in the budget will be reimbursed upon presentation of receipts after the workshop is presented.

OFLA will not be responsible for expenses not covered by participant fees.

Budget:

Expenses:

Handouts & copies:	
Refreshments:	
Workshop supplies: (name tags, pens, markers, etc.)	
Location fees:	
Presenter(s) mileage:	
Other:	
Total Expenses:	

Income:

Fee per participant (at \$10 per contact hour)	
Divide total expenses by per person fee to get minimum number of participants to break even:	
Maximum number of participants (based on location):	