**Workshop Proposal Form**

Complete this form, save it, and send it as an email attachment to Rod Perrault, Regional Principal [rodp@fnesc.ca](mailto:rodp@fnesc.ca).

Use the email subject line **Workshop Application FNSA 2024**.

* Sessions will be presented twice, on either May 3 or 4, 2024.
* Each workshop session is 1.5-hours long.
* Workshops should relate to the conference theme, “*Breaking Barriers, Making Connections, and Empowering Change*.”
* Two presenters per workshop are eligible for benefits, such as travel reimbursement, hotel, and free conference registration. FNESC Travel Claim policies will apply. Additional co-presenters may attend but are not eligible for benefits.
* You will receive an email acknowledging receipt your application.

**Application Deadline:** February 1, 2024

|  |  |
| --- | --- |
| **Presenter Information** | |
| **Presenter 1 (Main contact)** | |
| Name |  |
| Position/Title |  |
| Organization/School |  |
| Address |  |
| E-mail |  |
| Phone |  |

|  |  |
| --- | --- |
| **Presenter 2** | |
| Name |  |
| Position/Title |  |
| Organization/School |  |
| Address |  |
| E-mail |  |

**If there are additional co-presenters, please duplicate the table above to provide their full details. Note that they will not be eligible for presenter benefits.**

|  |  |  |
| --- | --- | --- |
| **Workshop Information** | | |
| **Workshop Title** |  |
| **Workshop Description**  *200-300 words* |  |
| **Key Learnings or Take-Home Resources** |  |
| **About the Presenters** |  |
| **Relationship to the Conference Theme** |  |
| **Equipment**  *All rooms will have a screen, projector, and small display table. Bring own laptop.* |  |
| **Preferred Seating Style** *We will try to accommodate your request, but space is limited and it may not be possible.* | * Rows of chairs * Circular tables with chairs * Circle of chairs * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Target Audiences**  *For example, K-Gr. 12 Teachers, Principals.* |  |
| **Comments/Questions** |  |

You are welcome to attach additional documents to support your workshop proposal. Letters of support or references can be particularly helpful for first-time presenters. If available, please include examples of data collected that illustrates the success of your approach.

**Thank you for applying!**