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**SPEAKER PROPOSAL FORM**

Thank you for your interest in presenting a session at the CTEC Conference!  Presentations / sessions are great professional development opportunities to share knowledge, skills, assessments, new tools, equipment, materials, procedures or simply network with educators and colleagues in your field of expertise..  Please take a moment to review the entire form prior to completing.

We believe that providing CTEC teachers with direct contact to colleagues, business, industry and organization stakeholders equips teachers to share daily their knowledge and relevant experiences with their students up to date. Thank you.

***See you there!***

**Unfortunately, proposals with incomplete details cannot be processed.**

*Please email completed form to:* **conferencedirector@ctecalberta.ca**

For more information about our conference, please visit our website at:

[*http://ctec.teachers.ab.ca/conferences*](http://ctec.teachers.ab.ca/conferences)

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| **WORKSHOP & SESSION INFORMATION** | |
| **Workshop / Session Title:** |  |
| **Other Speaker Names:** | |
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| **MAIN SPEAKER CONTACT INFORMATION** | | | |
| Name(s): |  | Email: |  |
| Address: |  | Phone: (Business) | (     ) |
| City |  | Phone (cell): | (     ) |
| Postal Code |  | Fax: | (     ) |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Cluster Category:  Please select (check) all the CLUSTERS that you teach or may be ‘connected’ to:** | | | | | | | | |  |  |  |  |  |  |  |  | | BIT  Business, Administration, Finance & Information Technology | HRH  Health, Recreation & Human Services | MDC  Media, Design & Communication Arts | NAT  Wildlife, Forestry, Energy, Agriculture & Environmental Stewardship | TMT  Trades, Manufacturing, Transportation | CTF  Middle Years Career and Technology Foundations  Gr. 5 – 9  Options | GEN  Assessment  Classroom Management  Alberta Ed & ATA Updates | OTHER  Please Specify | |  | |  | |  | | **Identify which OCCUPATIONS you teach or work with most:** | | | | | | | |   **SPEAKER PREFERENCES: (*check all applicable*)** | | | |
| **Workshop (3 hours, hands-on)** | | **Concert Session (75 min)** | |
| Thursday Evening (6-9pm) |  | Friday morning (at hotel) |  |
| Friday Evening (6-9pm) |  | Friday afternoon (at hotel) |  |
| Saturday Morning (9:3012:30pm) |  | Saturday Morning (Jasper Place classroom) |  |
| No Preference |  | No Preference |  |

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| **Type of Lab Required:** | | | |
| Automotive | Com tech | Culinary (Food) | Robotics |
| Baking | Construction (Wood) | Fashion | Welding |
| Computer | Cosmo/Aesthetics | Greenhouse | Classroom |

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| **Equipment & AV needs: *Free Wi-Fi throughout the Jasper Place High School and Conference hotel*** | | | |
| **NOTE:  \*\* We are unable to provide computers and adapters for presenters.** | | | |
| Equipment Needed |  | AV Needed |  |
| Material Needed |  | Cost per person for material | $\_\_\_\_\_\_\_\_ . \_\_\_\_ |

A committee member will be in touch to finalize details as the conference date gets closer.

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| **DESCRIPTION OF PRESENTATION TO APPEAR ON THE CONFERENCE WEBSITE.**  Please include a precise session description to publicize on the conference website. The description is limited to 350 characters. *The CTEC Conference program committee reserves the right to edit descriptions.* |
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| **SPEAKER’S BIOGRAPHY**  Please note any relevant biographical information to be included on the conference website. The Speaker’s Biography is limited to 300 characters.  *CTEC Conference program committee reserves the right to edit**the Speaker’s Biography.* |
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***The CTEC Council is unable to pay for photocopying and hotel costs (meals & rooms) for the presenter(s). Thank you for your proposal.******Please e-mail questions and presentation proposal to*****conferencedirector@ctecalberta.ca**

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| **HONOURARIUM OPTIONS Please Check** | **UNIT COST** |
| 3 Hour Workshop | $150.00 |
| 75 Minute Session | $75.00 |
| Decline Payment | $0 |
| **ACCOMMODATION & MEAL INFORMATION** |
| **ACCOMMODATIONS – please book directly through DoubleTree by Hilton Hotel West Edmonton,  *prices do not include taxes*):**   |  |  |  | | --- | --- | --- | | **Room** | **Single Rate** | **Double Rate** | | Deluxe Standard Guest Room | 159 | 159 | | 1 King Suite | 189 | 189 | | Suites available on request |  |  | | * Book CTEC teachers for special rates |  |  |   MEAL Costs  If you have **registered for the full conference** your meal are covered the full registration.  Cost to purchase meal(s) **without** full or day registration = $25/meal  Go to: [**Double**](http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3490&SWAQ=958P)**Tree by Hilton Hotel** website and follow the prompts **OR**  Phone central reservations on toll free number *(1)(780) 484-0821 or 1-800-661-9804* and quoting group name ‘**Career and Technology Education Council of ATA**’ |

**Unfortunately, proposals with incomplete details or non-payment cannot be processed.**

*Please email all completed form to:* **conferencedirector@ctecalberta.ca**

For more information about our conference, please visit our website at:

<https://ctec.teachers.ab.ca/conferences/Conf2019/pages/Home.aspx>