



Workshop Proposal Form

Requestor _____ **Date** _____

Requestor's E-mail _____ **Ext.** _____ **Sort Code** _____

Proposed Workshop Title (as you would like to have it in the program if selected):

Presenter(s) (if different or in addition to requestor) _____

Workshop Description:

This workshop will be: Hands-on Lecture Demonstration Roundtable/Discussion

Proposed Length of Workshop: 1 hour 1.5 hours 2 hours

Type of room/equipment required:

Classroom Smart Classroom Computer Lab Conference Room

Equipment needed:

Computer Internet connection Screen Easel

Other (please specify) _____

Presenter: will present handouts will not present handouts