



CASLT Chez-Vous (CCV) Request Form

Information

Location (city, site)	
Date and Time	
Hosting Body (school-board, language association, other)	
Names of Organizing Committee (key individual names with organizational affiliation and contact)	
Theme of Requested Workshop	
Focus of Requested Workshop	
Target Language and Level	
Workshop Delivery Language (if different from target language)	
Audiences' Number* and Profile (teachers, administrators, public servants etc.) * min. number of participants is 10	
Meal/Snack Details	
Other Details and Concerns	

Registration Fees

Full-day CCV (5-8 hours)	<p>CASLT member: \$25 plus taxes</p> <p>Non-Member: \$40 plus taxes (registration fee includes a CASLT membership for 1 year)</p>
Half-day CCV (3-4 hours)	<p>CASLT member: \$10 plus taxes</p> <p>Non-Member: \$25 plus taxes (registration fee includes a CASLT membership for 1 year)</p>

Responsibilities

CASLT	<ul style="list-style-type: none"> • Ensures an expert in the field provides high-quality PD, catered to the participants' professional profile and designated workshop goals. • Covers the honorarium, travel, and per diem expenses for the workshop presenter (most often the ratio is 1 presenter to 25 participants). • Advertises the CCV on CASLT web site, in CASLT newsletters, and in other publications, as needed. • Provides organizational and planning support to the hosting body. • Coordinates and sends participant packages, exhibitor display, and promotional items, as needed. • Facilitates communication between the hosting body and workshop presenter. • Processes participants' memberships and ensures membership benefits.
Hosting Body Organising Committee	<ul style="list-style-type: none"> • Identifies and provides the location for the PD session and the required audio/visual equipment (locations can vary from hotels, to university campuses, to cultural centers etc.). • Makes contact with potential local partners to sponsor some of the event costs (meal/coffee breaks, A/V, facility etc.). • Advertises the event locally and gains the support of local education leaders. • May invite and pay for any other local presenters that are considered to complement the workshop theme or highlight local activities. • Communicates workshop priorities and specific audience needs to the workshop presenter for content and approach. • Conducts pre- and on-site registration and follows up with CASLT office. • Communicates updates and final participants' numbers, their affiliation, and contact info to CASLT office. • Proceeds with payment of registration fees to CASLT office upon receipt of invoice. <i>Please note that CASLT will invoice according to the number of present participants, but no less than 10.</i> • Distributes, collects, and returns workshop evaluation forms to CASLT.

Please complete the CASLT Chez-Vous request form and return it to education@caslt.org.