



Calgary City Teachers' Convention

February 17-18, 2022 Learn • Teach • Inspire

SPEAKER PLANNING FORM 2022

NOTE to APPLICANT

CCTC2022 will be planned as a virtual convention. This includes live streaming and pre-recorded sessions

Teacher-speakers are only permitted to present up to a maximum of one day on their assigned convention dates. In rare circumstances, permission to present on both days can be approved by the Alberta Teachers' Association.

[] I have read and understand the above _____ initial

Contact Information: Type or print clearly. Attach additional information as required. All fields with * are required to support immediate contact on the day of the event.

Presenter(s): _____

Organization/School: _____

Mailing Address for cheque payment: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Cell *: _____

Email: _____

Current Position: _____

Academic Credentials: _____

Session Information:

Session Title: _____

Session Descriptor:

Do you require substitute release time? Y/N

What School District do you teach for? _____

Approximate cost of substitute time, no benefits? _____

Session Length & Date

Please choose the format that best aligns with the learning outcomes of your session.

- 1 Hour Session - 60 minute session provides adequate time to introduce and explore a novel idea, or pedagogical approach.
- Half Day Workshop - A half day workshop offers up to 120 minutes of time. A combination of presentation, discussion, and active teacher participation.
- Full Day Workshop - A full day seminar organized around a particular theme or subject which includes ample time for teachers to work with presenters to fully explore a topic and to collaborate with colleagues so knowledge can be transferred back to their school contexts.

Honorarium

The CCTCA provides a modest honorarium to speakers for the time taken to prepare sessions for convention. This amount is reported to the Canada Revenue Agency by the Alberta Teachers' Association.

Any speaker receiving an honorarium payment will be required to provide their legal name, mailing address, and social insurance number to the CCTCA. If payment is to be made to an organization a GST registration number must be provided.

Standard honour arium are based on session type as follows:

- \$250 - 60 min session
- \$500 - 2 hrs 45 mins
- \$1000 - all day

Note to reader: The fee is a session fee, not per speaker fee.

Other fee requested: _____

On-line presentations

CCTC2022 is a virtual convention.

CCTCA does need to know your preferences.

Preferences:

If you are selected to present what is your preferred environment to present your session?

- I. Live streaming
- II. Pre-recorded

Do you have a lap top or desk top computer? Y/N

Do you have a stable internet connection ie. Hard wire for internet? Y/N

Do you have a good microphone for clear voice when presenting? Y/N

Do you have appropriate lighting? Y?N

Do you have a quiet area to record or live stream? Y/N

If you are planning an ART session do you require materials and supplies? Y/N

If YES, please list supplies:

Is there a cost to the participant for these supplies? Y/N

If YES, what is the cost per participant? _____

Are you willing to package the materials in advance, meet AHS guidelines for sending materials and send the packages to registered participants 10 days in advance to the convention? Y/N

Please note: CCTCA reserves the right to ensure materials and shipping are cost effective.

You will be required to attend a speaker training/onboarding session if you are selected to present at CCTC2022. I agree with this requirement _____ (please initial).

I/We give permission for my presentation to be made available on the CCTCA website www.cctca.com

I have read and agree to the [Speaker Guidelines and Tips for On-line speakers](#)

Yes

No

_____ Initial