

Teacher Employment Services Presentation/Workshop Request Form

Please note that this request form should be submitted at least **four weeks** prior to the requested date. Print and save a copy of this form prior to clicking submit. We will confirm receipt of your request within 48 hours.

For a complete list of workshops and presentations, please visit: [My ATA > Professional Development > Workshops and Presentations](#) or, for more information contact tes@ata.ab.ca.

Today's Date:		
Contact Name:		
E-mail:	Phone Number:	
Date Requested:	Start Time:	End Time:
Presentation/Workshop:		
Location (name of school etc):		
Address:		
City:		
Nature of Presentation/Workshop <small>(eg School District or PD Day):</small>		
Number of Participants Expected:		
Nature of Group:	Teachers	Administrators
		Preservice
Invoice To (TGSE/HI only):		
Contact Name:		
School/Organization		
Address:		
City:	Postal Code:	
E-mail:	Phone Number:	

OFFICE USE ONLY:	
SO Assigned:	
Number of Participants Attended:	Date Presentation/Workshop Confirmed:

Additional Information

You will receive a confirmation of your booking. You will also be contacted to discuss your specific requirements. If you have not been contacted two weeks prior to the presentation/workshop, please contact Teacher Employment Services at tes@ata.ab.ca, 780-447-9400 or toll free in Alberta 1-800-232-7208.

SUBMIT



The Alberta Teachers' Association