



# CASLT Chez-Vous (CCV) Request Form

## Information

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

## Registration Fees

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

## Responsibilities

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

Please complete the CASLT Chez-Vous request form and return it to [education@caslt.org](mailto:education@caslt.org).