



# WORKSHOP CONFIRMATION

## Presenters on the Road

Please review the confirmation information below as provided by the ETFO provincial office for the workshop you have recently requested. Thank you for supporting the ETFO Presenters on the Road program. Should there be any changes to the information below, please ensure to correspond with the Presenter and/or onsite contact directly. If you have any questions, please do not hesitate to email Tara Zwolinski, Executive Staff ([tzwolinski@etfo.org](mailto:tzwolinski@etfo.org)) or Kelly Hefferman, Admin. ([khefferman@etfo.org](mailto:khefferman@etfo.org)).

**Workshop Title:** Coding, Math and More

**Workshop Date (MDY)** June 7, 2022

**Start Time:** 9:00am

**Workshop Date (MDY)** June 7, 2022

**End Time:** 3:00pm

**Number of Participants:** 20

**Platform Provided by Local:** Yes

**Presenter Contact:** **Name:** Mahen (Moe) Perera **Email:** moe.perera@gmail.com

**Release Time Required:** YES

**Release Time Schedule:** Virtual Full Day (9:00 am - 3:00 pm)

**Local President:** **Name:** Tui-Sem Won **Email:** twon@etfo-yr.on.ca

**Requested by:** **Name:** Jennifer Smalley Higgs **Local:** York Region Teacher Local  
jsmalleyhiggs@etfo-yr.on.ca

### Presenter Guidelines/Responsibilities

- Release time will be arranged through the ETFO provincial office for virtual workshops occurring during the instructional day.

### Local Guidelines/Responsibilities

ETFO provincial will be providing access to the presenter and workshop while the local will provide the location for the event. Locals will use their own online platform to coordinate registration and host the live event.

- Virtual Platform Provided by Local
- Advertise the workshop at least four weeks in advance.
- Gather registration information (e.g. name and email address) and use to send workshop link and other important information before/during the workshop. DO NOT share the link with anyone outside of registration.
- Confirm final participant numbers with the presenter by e-mail. (Maximum: 30 Minimum:10)
- Provide name of person and email address, for who will be providing technical support to the presenter.
- Attend the virtual workshop. Using your microphone and/or camera, welcome the presenter and participants by reading the ETFO Human Rights Statement and ETFO FNMI Land Acknowledgement.
- Provide closing remarks at the end of the workshop and direct participants to complete the feedback form: [www.surveymonkey.com/r/potr](http://www.surveymonkey.com/r/potr)
- After workshop, send final attendance numbers to Kelly Hefferman, [khefferman@etfo.org](mailto:khefferman@etfo.org)
- Contact Tara Zwolinski, [tzwolinski@etfo.org](mailto:tzwolinski@etfo.org) if you have any questions about hosting a virtual workshop.

### Costs Involved for Virtual Workshop

- Locals are responsible for paying a portion of the presenter fee (after school workshop = \$175). ETFO provincial will bill the local for the presenter fee.
- Regular costing responsibilities have been temporarily revised and will change upon return to in-person workshops.