

Continuing Education Activity Plan - Instructor's Form

Workshop proposals must be submitted by **April 24** to be considered for the
2020 Missouri Interpreters Conference

This form is to be completed by the instructor and kept on file with the Sponsor Form. The RID Sponsor will submit the completed Activity Plan outline at www.rid.org.

RID Sponsor: MCDHH

Presenter/Instructor: _____

Name

Phone #

Email

Date(s)/Time of Activity: October 15-18, 2020

Length of Workshop: 1 hour 2 hours 3 hours Other: _____

Title of Activity: _____

Target Audience: _____

Level of Participants' Prior Knowledge of Topic, *Circle One*:

Little/None

Some

Extensive

Teaching

In what language will you be presenting this workshop? *Circle one*

ASL*

English**

Other

*If presenting in ASL, which type of voice interpretation would you prefer? *Circle one if applicable*

Microphone/whole-audience voicing

Quiet voicing section upon request

**If presenting in English, would you prefer a handheld or lapel microphone? *Circle one if applicable*

Handheld

Lapel

No preference

Please indicate which of the following items you will need provided for your presentation:

Projector (does not include sound) Computer Flipchart with markers
 Adapter (PC or Mac) Speakers Other: _____

Required Attachments

- 1. Detailed Abstract** for Program Book (not to exceed 150 words)
- 2. Presenter's Bio** for Program Book (not to exceed 150 words) **& Resume**
- 3. Educational Objectives** (list specific, measurable actions that will demonstrate comprehension and integration of material presented)
- 4. Materials List** (indicate your needs beyond what is included in the checklist above)
- 5. Evaluation & Assessment Methods** (description of how you will evaluate participant learning and presentation effectiveness)

Workshop proposals missing one or more of the required attachments may not be considered by the planning team. Presenters whose workshops are selected will need to submit presentation materials **no later than September 23** for interpreter review. MCDHH can only make copies of handouts if they are submitted electronically **no later than September 30**.

FOR OFFICE USE ONLY _____

REC'D DATE | REC'D BY | REQUIRED ATTACHMENTS | ACCEPTED/DENIED | DATE EMAILED | MATERIALS REC'D

1 2 3 4 5

PPT PRINT