Continuing Education Activity Plan - Instructor’s Form

This form is to be completed by either the instructor or RID Sponsor and kept on file with the Sponsor form. The RID Sponsor will submit the completed Activity Plan outline by logging in to their account at www.rid.org at least 30 days in advance of the activity. If needed, please attach an extra sheet for workshop information.

RID Sponsor Name: MCDHH
Presenter/Instructor Name (attach bio & resume): __________________________________________
Presenter Contact Information: ____________________________________________________________
Date(s)/Time of Activity: October 13-14, 2017
Length of Workshop, Circle One (2 hours preferred)

1 hour  2 hours  3 hours  4 hours  6 hours

Title of Activity: ________________________________________________________________
Target Audience: ________________________________________________________________

Level of Participants’ Prior Knowledge of Topic, Circle One:

Little/None  Some  Extensive  Teaching

Workshop/Course Description:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Educational Objectives (list specific, measurable actions by participants that will demonstrate comprehension and integration of information presented):
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Media & Materials (indicate your print, audio, and visual needs, and who is responsible for providing each):
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Evaluation & Assessment (describe how you will evaluate participant learning and presentation effectiveness):
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please also provide: 1) Detailed abstract for the conference program book (not to exceed 150 words), 2) Descriptive hook for the website (not to exceed 50 words), and 3) Presenter’s biography for the conference program book (not to exceed 150 words).

In what language will you be presenting this workshop? (ASL Preferred) Circle One

ASL with voice interpretation  ASL with no voice interpretation  English  Other

24th Annual Missouri Interpreters Conference