

DISTRICT / BARGAINING UNIT ESRB CONTRACT

EDUCATIONAL SERVICES RESOURCE BANK (ESRB) PRESENTATIONS			
Walter Cassidy – <i>GSA Alliance for Educators</i>	<input type="checkbox"/>	Kael Sharman – <i>Transgender Issues</i>	<input type="checkbox"/>
Cynthia McAlister – <i>Compassion Fatigue Awareness</i>	<input type="checkbox"/>	Ty Walkland & Chris Petersen – <i>The Reality of Precarity</i>	<input type="checkbox"/>
Paula Ferreira & Kerry Snip – <i>safeTALK</i> <i>*Districts/BUs will be responsible for ordering/purchasing materials (approximately \$10/person)</i>	<input type="checkbox"/>	Karen Tompkins – <i>Move On: Why we feel angry and anxious and what to do about it</i>	<input type="checkbox"/>
Tracey Crewson – <i>Living with Bipolar</i>	<input type="checkbox"/>		
EACH PRESENTATION REQUEST REQUIRES A SEPARATE CONTRACT			

District Name & Number	
Bargaining Unit(s)	
Presentation Date	
Time of Presentation	
Estimated # of participants	MAXIMUM 20 – MAXIMUM 60 per session
Location of Presentation	Provide full mailing address and/or map of location
Location Phone Number	
Location Email	

Please return the signed contract to the Presentation Coordinator at es.worskshops@osstf.ca by email or fax to 416-751-7079.

Please submit the completed contract at least 30 days prior to your scheduled event to allow for confirmation of presenter(s) availability and arrangements for time release by provincial office for the presenter(s).

DISTRICT / BARGAINING UNIT – ESRB CONTRACT

District / Bargaining Unit On-Site Coordinator

The District / Bargaining Unit must identify a Coordinator to work with the Workshop Team Leader and provincial office throughout the process. If the Coordinator is not going to be on-site, the District / Bargaining Unit must identify an on-site contact person who will be available at the workshop.

COORDINATOR	On-Site Contact (if different from Coordinator)
Name: _____	Name: _____
Work Phone/Cell: _____	Work Phone/Cell: _____
Email Address: _____	Email Address: _____

Financial – Signature of District/Bargaining Unit Signing Authority is required:

Signature & Position: _____

A \$1,000.00 fee will be charged to the district rebate for presentations with fewer than 20 participants. To avoid this fee, presentations with low projected attendance **must be cancelled** by contacting the Presentation Coordinator at es.workshops@osstf.ca at least five (5) working days prior to the scheduled date of the presentation. The on-site contact person will be expected to sign off on the number of participants at the end of the presentation.

The above requirement may be waived for board-sponsored workshops. Please contact your Educational Services Field Secretary to make appropriate arrangements.

Presentation Setup

The following set-up is important to ensure the workshop’s success:

Initials are required for each box below.	
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▪ Parking for all presenters will be available at the workshop site.	
▪ A pitcher of water and glasses will be available for all presenters.	
▪ Presenters will have access to the workshop room at least 45 minutes (minimum) before the workshop commences.	
▪ If the workshop room is not on the first floor, assistance to carry workshop materials or access to an elevator will be provided.	
▪ Tables (preferably rounds; with seating of 5-8 participants per table) will be available to seat all participants.	
▪ Wall space will be available for posting materials.	
▪ The Coordinator will provide and arrange for the set up of the computer, LCD projector, screen, and extension cord..	
▪ The Coordinator will provide and arrange for someone to read the local FNMI Acknowledgement Statement (and Anti-harassment Statement if this not an Employer event) at the beginning of the workshop.	

As the Coordinator, I will take on the responsibility for all arrangements for the OSSTF/FEESO workshop(s) as outlined above. I understand that I must cancel the workshop at least five (5) working days before the scheduled date in order to avoid the \$1,000.00 fee being charged to the district rebate.

Signature: _____

Date: _____

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 \2019-2020\ESRB Presentation Contract – Sept 2019

