

# Professional Development

## Workshop Request Form

Please note that this request form should be submitted at least **four weeks** prior to the workshop date. There is a \$200 (+ GST) fee per workshop. Please e-mail this completed form to [pdworkshops@ata.ab.ca](mailto:pdworkshops@ata.ab.ca). We will confirm receipt of your request within 48 hours.

For a complete list of workshops, please visit the page:

**Professional Development > Workshops and Presentations** ([bit.ly/3Nn9rrc](https://bit.ly/3Nn9rrc)) or request the most current list from [pdworkshops@ata.ab.ca](mailto:pdworkshops@ata.ab.ca).

Today's Date:							
School/Organization Booking Workshop:							
Contact Name:							
Address:							
City:				Postal Code:			
E-mail:				Phone Number:			
Workshop Date:				Start Time:		End Time:	
Workshop Title:							
Workshop Format:		In person		In-person workshops may have to switch to an online format in the event of changing COVID guidelines. Organizers will be notified if this applies to their event.			
Online							
Workshop Location:							
Address:							
City:				Postal Code:			
Nature of Workshop (eg School District or PD Day):							
Number of Participants:							
Nature of Group:		Teachers		Administrators		Division	
						I II III IV	
Invoice To:							
Contact Name:							
Address:							
City:				Postal Code:			
E-mail:				Phone Number:			
Notes:							

### Additional Information

You will receive a confirmation of your booking and will be invoiced following the workshop. An Association instructor will call to discuss your specific requirements. If you have not been contacted by the instructor two weeks prior to the workshop, please call the instructor identified in the confirmation, contact [pdworkshops@ata.ab.ca](mailto:pdworkshops@ata.ab.ca) or call at 780-447-9400 or toll free in Alberta 1-800-232-7208.



The Alberta  
Teachers' Association

SAVE