For Fall 2019  For Spring 2020  For Summer 2020

Presentation Name Click or tap here to enter text.

Facilitator(s) Click or tap here to enter text.

Description of Presentation Click or tap here to enter text.

Intended Audience  Faculty  Staff  Administration  All Employees

Other Click or tap here to enter text.

Can students be “invited?”  Yes  No

What is the end outcome of the presentation? What do you want people to know when they leave? Click or tap here to enter text.

Please note: Proposals for fall 2019 are due June 30, 2019 to [profdev@otc.edu](mailto:profdev@otc.edu).

Proposals for spring 2020 are due September 30, 2019 to [profdev@otc.edu](mailto:profdev@otc.edu).

Proposals for summer 2020 are due March 31, 2020 to [profdev@otc.edu](mailto:profdev@otc.edu).

Procedure: Once submitted, the proposal will be send to an ad-hoc committee for review and approval.

If your proposal is approved, the facilitator(s) will be notified and will be responsible for making the room reservations. Please abide by the deadline date you are given upon notification.

If your proposal is not accepted, the facilitator will be notified as to why.

Questions? [profdev@otc.edu](mailto:profdev@otc.edu)