For Spring 2020 [ ]  For Summer 2020 [ ]  For Fall 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 spring 2020 are due September 30, 2019 to profdev@otc.edu.

 Proposals for summer 2020 are due March 31, 2020 to profdev@otc.edu.

 Proposals for fall 2020 are due June 30, 2020 to 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