



Professional Development Proposal Form

Thank you for your interest in presenting for AIMS. Please complete this form with information about your program.

Please list *proposed* date and time of program _____

AUDIENCE *(Check all that apply)*

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> General Interest | <input type="checkbox"/> Music/Drama | <input type="checkbox"/> Administrators |
| <input type="checkbox"/> Counseling/Nurses | <input type="checkbox"/> History/Social Studies | <input type="checkbox"/> PE/Athletics | <input type="checkbox"/> Pre-School |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Learning Specialists | <input type="checkbox"/> Religion/Ethics | <input type="checkbox"/> Lower School |
| <input type="checkbox"/> English/Language Arts | <input type="checkbox"/> Library | <input type="checkbox"/> Science | <input type="checkbox"/> Middle School |
| <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Math | <input type="checkbox"/> Sustainability | <input type="checkbox"/> Upper School |

TITLE _____

DESCRIPTION *(max 80 words) (for programs during the school year, include participant limit and specific school location, if applicable)*

LEAD PRESENTER *(if not from an AIMS school, provide company name and address)*

Name _____ Email _____ Phone _____

School/Organization _____ Position _____

Address _____ City _____ State _____ Zip _____

BIO *(for all speakers - max 65 words)*

ADDITIONAL PRESENTERS *(if applicable)*

Name/School _____ Name/School _____

Name/School _____ Name/School _____

Fee Policies – Honorariums for programs during the year for all presenters are determined on a case-by-case basis.

Lead presenters assume responsibility for communication with additional presenter(s). Presenters from AIMS Schools are responsible for acquiring Head’s approval. Though not all proposals can be chosen, all are given consideration and are based on program content and overall balance. For presentations, please bring your own laptop and send all copying to AIMS (AIMS does not pay for outside copying).