**Event – Workshop – Training Session Proposal Form**

In completing this form, you are proposing a collaboration between Integrity 1st Learning Support Solutions, LLC and yourself in which you provide a presentation or series of presentations as a compensated trainer/instructor.

Completing this form is a proposal, not a contract. Integrity 1st will send a separate contract if we proceed. Please read the subsequent “Business Arrangement” page for details.

Proposal Submitted: Click or tap to enter a date.

Instructor’s Name: Choose an item. Click or tap here to enter text.

Phone Number: 000-000-0000

Email Address: Click or tap here to enter text.

Address: Click or tap here to enter text. City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: 00000

Best days/times to reach you by phone: Click or tap here to enter text.

Session Title: Click or tap here to enter text. Maximum # of Attendees: Click or tap here to enter text.

Proposed Duration: Choose an item. Frequency: Choose an item. Total Number of Sessions: Choose an item. Proposed Starting Date: Click or tap to enter a date.

Describe your intended audience/the people you think will benefit from your presentation. Include what benefits they will receive from attending.

Click or tap here to enter text.

Provide a description of your proposed event/class/session. Include proposed learning outcomes and objectives. If your proposal is for a series, what type of growth can attendees expect by its conclusion?

Click or tap here to enter text.

Will participants earn any type of official certification or accreditation? Choose an item.

If you answered “Yes” or “In certain circumstances,” please note the accrediting agency and any steps Integrity 1st would need to take to complete the process.

Click or tap here to enter text.

Include any other notes of relevance about your proposal:

Click or tap here to enter text.

Our facility contains multiple rooms. Please select the one you think would best fit your presentation. We can finalize details later. Choose an item.

About the Instructor:

What qualifications do you possess to serve as an instructor for this course? Those qualifications may include completed degrees in the subject area, years of teaching experience, awards won in the field, years of work in the industry, professional certifications (note the certifying agency), and/or publications/presentations on the topic. *Please be specific and include a copy of your resume or CV when you submit this proposal.*

Click or tap here to enter text.

Have you taught this type of course/presented this type of event before? If so, when and for which organization or institution?

Click or tap here to enter text.

What kind of materials, if any, would you need to present this session or series? Do you need Integrity 1st to help you secure or provide them? If so, please specify what.

Click or tap here to enter text.

Do you have reliable transportation to and from our site (446A Blake St., Suite 101, New Haven, CT)? (Three bus lines stop across the street from our driveway, and there is plenty of free, onsite parking.) Choose an item.

Business Arrangement:

1. If we agree to a contract, your role is legally classified as a freelance contractor, so while you are representing Integrity 1st and are expected to abide by our codes for professionalism you are not an employee. We expect all trainers/tutors/instructors to:
	1. Demonstrate professionalism in their language, appearance, and interactions.
	2. Show every person in our facility an appropriate level of respect.
	3. Focus on the educational process, which means never doing the work/task for the client but ensuring that they learn how to do it for themselves.
	4. Speaking respectfully of your colleagues, clients, and the administrators.
	5. Respecting the privacy of all Integrity 1st clients by not discussing details about them or their progress outside of the session without their consent except for administrative purposes or where safety concerns arise.
2. Events, workshops, and presentations will have a mutually agreed upon number of attendees to run. If it does not appear that we have reached that enrollment within 72 hours of the event, Integrity 1st reserves the right to cancel the event without compensation to the instructor/trainer. If both parties agree to run the event at a lower attendance level, the instructor must put in writing that they agree and understand that they will be compensated at the same percentage of the earnings for the event, workshop, or training session per attendee.
3. The event or series of events are to occur within our premises, at 446A Blake Street – Suite 101, New Haven, CT, unless otherwise noted.
4. The presenter agrees to arrive with sufficient time to set up and meet and greet attendees and to use the entire duration for which they are contracted in a way that is meaningful for the clients.
5. Integrity 1st is responsible for marketing, handling all business transactions, preparing the presentation environment, and cleanup from the event.
6. Presenters are expected to bring any materials and/or handouts relevant to their presentation unless prior arrangements have been made.
	1. Projectors and speakers are available onsite upon request for no fee.
	2. Photocopies can be made, but substantial copies will be pro-rated to cover our paper and ink costs.
7. Presenters will be paid before leaving the premises the day of the event unless other arrangements have been made and agreed to by all parties. If the instructor is providing a series of sessions then payment will be made in thirds with 1/3 the date of the first session, 1/3 at the midway point, and 1/3 upon the conclusion of the series.
8. Compensation will be no less than 40% of the total earnings from the event/presentation.
9. If contracted to present a single session, you must complete the paperwork for a 1099 form in case your compensation with us exceeds $599.
10. If contracted to present a series of sessions with us, you must pass a background check and complete the paperwork for a 1099 form in case your compensation with us exceeds $599.
11. If you are not an American citizen or green card holder, you must provide evidence that you are eligible to work in this capacity before entering into a contract with us.
12. Any questions should be directed to Debbie Malewicki at DMalewicki@Integrity1stLSS.com or by phone at (203) 800-4100. Other staff may assist you with the process but may not make any fiscal or legally binding arrangements on behalf of the company.