



SHORT COURSE/FIELD SEMINAR SUBMITTAL

all sections are required

Short Course/Field Seminar Title : _____

SC Instructor /FS Leader: _____

Email: _____ Phone: _____

Available dates: _____ Length of Course (days): _____

Maximum # of Registrants: _____ Minimum # of Registrants: _____

Preferred start & end time: _____

Location: _____

ALL SUBMITTALS MUST INCLUDE: Instructor(s) or Leader(s) photo (jpg.), Full biography and 2 images that can be used in marketing material with full description.

Image 1 description	
Image 2 description	

Biography

(if full bio will not fit this form please attach a separate word document)

Teaching Experience (# years): _____

Instructor remuneration expectations: _____

OFFICE USE ONLY



Course Outline/ Field Seminar Itinerary:

Course Objectives:

Who should attend?

Does this course require a printed course manual? YES NO

Testimonial(s) if applicable

Course topic/theme