



Professional Development Programs & Products

Course Host Request Information

PDP receives frequent requests for courses to be held in various facilities and/or areas of the country. If you are interested in hosting a course at your facility, please read the enclosed information to determine whether Hosting a course is for you.

Workshop administration requirements:

- Adequate numbers of professionals in the area interested in attending the continuing education event being requested. Generally speaking, courses need a minimum paid attendance of 30 participants in order to meet expenses.
- An available facility that can accommodate 50-60 participants in an environment conducive to learning. Many PDP courses require 'state of the art' audio-visual technology, but in a few cases, standard AV equipment is necessary.
- Catering/refreshment options. Facilities nearby for participants to get an economical lunch in an efficient time frame.
- An area with easily accessible, economic lodging options.
- A committed contact person. At least one agency staff person needs to be willing and available to seek and provide critical information to PDP with respect to various aspects of planning, e.g. best time of year for the requested course, mailing lists and advertising options, above requirements.

Benefits to Hosting your own course

- In return for assistance with the above requirements and for assistance at the course, you also have the potential to earn complimentary registrations.

Proceed

If your agency accepts the above terms and conditions and wishes to proceed with arranging for a course, please complete the 'Host Request Form' and return it to PDP for further considerations.

Course Host Request Form

Contact _____

Estimated costs of Lodging _____

Phone # _____

Refreshments _____

E-mail _____

AV equipment _____

Agency/Facility _____

What kind of space do you have available for the course?

Address _____

How many does it hold set up as a classroom?

Phone # _____

Are there association mailing lists that you can provide?

Fax # _____

How many addresses? _____

Course preference _____

What other strategies might be used to spread the word about the course?

Alternative _____

How will you be able to promote the course? _____

Number of interested professionals you expect would attend? _____

Best dates for this course? _____

Have you checked for other events in your area around that time? _____

Submit this form to:

Professional Development Programs
Attn: Cindy LaCosse
1675 Greeley Street South, Suite 101
Stillwater, MN 55082
Phone: 877-439-8865 or 651-439-8865
Fax: 877-259-5906 or 651-439-0421
Email: Outreach@pdppro.com