

Seminar Submission Form

Title of Seminar

Developer Information

Name

Address

City/State/Zip

Phone

Fax

E-mail

Professional experience relevant to the seminar topic (include your resume)

Professional experience as an education program developer and instructor

Are you interested in instructing this seminar?

Yes

No

Nationally

Locally

If yes, indicate approximate number of offerings per year: _____

Instructor criteria for the proposed seminar (skills, professional experience and/or training needed)

Description of Seminar

Purpose of the program

Target market of the program

Needs of the target market that the seminar addresses

Five main learning objectives of the seminar (skills/knowledge participants will acquire by taking the seminar)

1. _____
2. _____
3. _____
4. _____
5. _____

Seminar Format

Describe teaching strategies used in the seminar (discussion, case studies, lecture, problems, small group work, role-play, demonstration, etc.)

Length of seminar (hours) _____

All seminars are subject to a content review by appraisers with expertise in the subject area. The developer may be asked to revise the seminar material after the content review.

Thank you for submitting your information to the Appraisal Institute. This form will allow our Seminars Subcommittee to evaluate your seminar proposal on an expedited basis. I will be in contact with you.

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