**RFP 2021** RFP #106567771-21

## Continuing Education Seminars for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

# Proposal Form

Please complete the form below **for each seminar you are submitting** and submit with all required supplemental materials via email to dp739@docs.rutgers.edu no later than OCTOBER 19, 2020.

**Seminar Title** ☐ **One-day Seminar** ☐ **Two-day Seminar**

**Target audience/Category of Interest:**

☐ Administrative ☐ Building ☐ Electrical ☐ Elevator ☐ Mechanical

☐ Fire Protection ☐ Plumbing ☐ Multiple Dwelling ☐ Amusement Rides

☐ Special Inspector, Category:

**Presenter Information:**

**Name**

**Title**

**Organization**

**Address**

**Work Phone** **Home Phone** **Cell Phone**

**Fax** **E-mail**

**Seminar Title**

**Seminar Abstract:**

**Seminar Purpose/Value:**

**Seminar Methods and Format:**

**Seminar Outline/Content:**

**Additional Presenters:**

**Presenter 1**

**Presenter 2**

**Presenter 3**

**Presenter 4**

**Presenter 5**

**Audio/Visual Equipment:**

*(If using a laptop, instructors must provide their own. The equipment listed below can be provided by Rutgers. Please check if you plan to use any of the listed equipment)*

- ☐ Podium
- ☐ Data projector (LCD projector)
- ☐ Flip chart, easel, and markers
- ☐ Projection screen

**Videotaping and using material online:**

☐ Consent for possibly videotaping (*Please initial if yes)*

☐ Consent for possibly using material online (*Please initial if yes)*

**Additional Materials Attached to the Proposal:**

- ☐ Sample of study materials
- ☐ Sample of In-class Test
- ☐ References or statement of qualifications
- ☐ Presenter(s) resume(s)

**Other**

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### Online Seminar Presentation Statement

roposals should include an affirmative statement that they are able to be presented in an online synchronous format, given the fact that online programs have by necessity become the ma ority of our educational programs. If the proposal is not able to be presented online, that should also be prominently stated in the description and or methods of presentations portions of the proposal.

nline presentations must include polls or tests as part of the presentation to ensure that attendees are absorbing the material and to ensure attentiveness. It is e pected that the presenter s create at least 2 polls or tests for the morning portion of the presentation and at least 1 for the afternoon portion of the session. Instructors will be given access to our online platform prior to the session to create those items and to upload student materials.

I affirm, by my signature below, that I am able to present this seminar in an online synchronous format should the need arise to do so.

**Date** **Authorized Signature**

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**Seminar Title**

**Statement of Cost:**

☐ **Per Seminar Instructional Fee** *(Total Expenses, including travel and meals, associated with seminar instruction except overnight accommodation)*

☐ **Per Copy Cost of Study Materials Purchased from Publisher or printer** **or** ☐ **Study Materials are to be Reproduced by Rutgers**

**Additional Comments:**

**Name**

**Title**

**Organization**

**Date**

**Authorized Signature**

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*Please sign and submit this form, along with the required supplemental materials, no later than October 19, 2020.*