In-service information used for the *Education Connection* course catalog, online registration, clock hour proposal, and calendar of events should be concise, interesting, and consistent.

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| **In-Service Information** |
|  |
| **Title** |       |
|  |  |
| *Title should be captivating and intriguing, and draw the reader to the first sentence of the description. 75 character limit* |

|  |  |
| --- | --- |
| **Description Part 1 – *Target Audience****Identify target audience by group and/or experience level if applicable. (125 characters)* |       |
| **Description Part 2 – *Overview of Topics****Use character limit of 690 to generate interest/enthusiasm. Describe: 1) the issue/problem that this in-service focuses on, 2) how this in-service will address the issue/problem, and 3) why this topic is of interest to the attendees (what’s in it for them?).* |       |
| **Description Part 3 – *Learning Targets****List measurable benefits/outcomes (learning targets) and ways to implement information. (350 character limit)* |       |
|  |
| **Minimum Participants** |       | **Maximum Participants** |        |
| **Preferred Location** |       | **Available Date(s)** |       | **Preferred Time(s)** |       |
| **Number of instructional hours** |       | **Materials/copies provided by**  | [ ]  Instructor [ ]  NWESD |
| **Required resources***(check all that apply)* | [ ]  Computer [ ]  Document Camera  | [ ]  DVD Player[ ]  LCD Projector | [ ]  Microphone[ ]  Speakers | Other       |
|  |
| **Important Information**  |
| *Describe any special needs/resources for the in-service.* | * *Materials (required or recommended; additional cost if applicable)*
* *Textbooks*
 | * *Web links*
* *Alternate type of in-service (video conference, online, webinar)*
 |
| *Enter your important information in the box below (360 characters)* |
|  |

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|  |
| **Instructor Information** |
|  |
| **Instructor Name** |       | **Email Address** |       |
| **Home Phone** |       | **Cell Phone** |       |
| **Mailing Address** |       |
| **City** |       | **State** | WA | **Zip** |       |
|  |
| **Past instructor for NWESD?** | [ ]  Yes [ ]  No | **If no** | [Click to submit VITA](https://wwwapps.nwesd.org/vita/vita.php) |
|  |
| **Additional Instructor(s)?** |       |
| **Brief instructor bio for publication** *(350 maximum character limit)* |       |

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| For Employee Use Only |

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| **Subtitle** *(if applicable)* |       |
| *A subtitle is used only when setting up a conference with breakout sessions.* |
| **Is this in-service new or a repeat?** | [ ]  New [ ]  Repeat | If repeat, prior Event ID# |       |
| **Will this in-service be repeated throughout the academic year?** | [ ]  Yes [ ]  No |

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| **Reservation** |
|  |
| **Location** |       | **Room** |       |
| **Date(s)**  |       | **Time(s)** |       |

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| **Fee Structure** |
|  |
| **Registration Fee** |       |
| **Is there a member group fee?** | [ ]  Yes [ ]  No | **Group Name** |       | **Fee** |       |
| **Is there a promo code?** | [ ]  Yes [ ]  No | **Code Name** |       | **Fee** |       |
| **Early registration discount?** | [ ]  Yes [ ]  No | **Register By** |       | **Fee** |       |
| **Late registration fee?** | [ ]  Yes [ ]  No | **Register After** |       | **Fee** |       |
|  |
| **Are there Clock Hours available?** | [ ]  Yes [ ]  No | **Number of CH** |       | **CH Fee** | $5.00 |
|  |
| **Is there College Credit?** | [ ]  Yes [ ]  No | **Number of CC** |     | **CC Fee** | $ 0.00 |
| **Type of CC** | [ ]  SPU [ ]  WWU [ ]  STARS [ ]  Other  |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Assigned Event ID # |       | Account # |       |