



**To be submitted with photo (300 dpi) before February 27, 2007**

**CONTACT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cellular): \_\_\_\_\_

E-mail \_\_\_\_\_

Club Name \_\_\_\_\_ Club # \_\_\_\_\_

What is your Toastmasters level? CC (CTM) \_\_\_\_\_ AC (ATM) \_\_\_\_\_ AL \_\_\_\_\_ DTM \_\_\_\_\_

**WORKSHOP INFORMATION**

The selection committee will use this information to evaluate your application.

**Workshop title:** \_\_\_\_\_

**Workshop objective:** \_\_\_\_\_

**Workshop summary:** for promotion purposes, maximum 60 words.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is your expertise regarding your workshop subject?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is this the first workshop you have presented at a Toastmasters event?**

Yes \_\_\_ No \_\_\_\_\_ If not, how many workshops have you presented? \_\_\_\_\_

Have you previously presented workshops outside of Toastmasters? Yes\_\_\_No\_\_\_\_\_

**Please provide a reference**

Name \_\_\_\_\_ Association /Company \_\_\_\_\_

Telephone \_\_\_\_\_ Workshop \_\_\_\_\_

**Equipment needed\*:**

Equipment is available upon request only; please specify quantities needed.

Overhead projector \_\_\_\_\_ Screen \_\_\_\_\_ Extra tables \_\_\_\_\_

Easel and pads \_\_\_\_\_ Other: \_\_\_\_\_

\*N.B.: you are responsible for bringing any other equipment you might need for your presentation.

**My preferred time to do the workshop is:**

Friday night — Saturday morning — Saturday afternoon — Sunday morning

First choice \_\_\_\_\_ Second choice \_\_\_\_\_

We will choose someone to introduce your **unless** you request a specific individual. The person introducing you must also be registered for the conference.

Name \_\_\_\_\_ Phone \_\_\_\_\_

**IMPORTANT DATES**

February 27, 2007            Deadline for receipt of proposal and photo.

March 3, 2007                Notification of successful applicants completed.

**Please send your application with a photo before February 27, 2006, to:**

**LouLou Borduas, DTM**

**18, rue des Amadouviers**

**[loulouborduas@yahoo.ca](mailto:loulouborduas@yahoo.ca)**

**Blainville, QC J7C 5G1**

**514-570-1959 (between 7 a.m. and 8 p.m.)**



**Please read carefully the following instructions:**

Applications from district officer and regional officer candidates are welcome. We ask that workshop applications are received by February 27. Please include your introduction and a photograph for the conference program. We expect to inform you of the decision on your submission by March 3, 2007.

In order to ascertain a timely and professional flow in the conference schedule, we ask you to pay close attention to the time allotted for your workshop. Please start and finish on time, no matter what any unforeseen circumstances may arise.

A maximum of 45 minutes is scheduled for each workshop. Please plan 2 minutes for the workshop introduction, 3 minutes to distribute literature or any unexpected delays as well as 5 minutes for the workshop's evaluation. Thus, your speech should last approximately 35 minutes, including a question and answer discussion period if applicable.

**To present a workshop:**

- You must be registered at the conference if you wish to attend any other events.
- You cannot compete in any speech, table topics or evaluation contest.

N.B.: Workshops occur at the same time as other events (contests, workshops).  
 If you wish to record your workshop, please bring your own equipment and arrange for a camera operator. If you wish to have your workshop evaluated as part of your Toastmasters' advancement program, please arrange to have your own evaluator and bring your manual.

**Desired Themes for the Spring Conference Workshops**

The committee will prioritize the following themes in selecting the workshops.

Finding Your Strengths, Selling Yourself	Communication
How to Influence, Persuade and Motivate	Communication
Networking	Communication
Customer Service, Servicing Members	Communication
How to Manage a Question and Answer Discussion Period	Leadership
Conflict Resolution	Leadership
Attitude and Behaviour of an Effective Leader	Leadership
Stress Management - Time Management	Personal growth
Managing Mistakes without Loosing Your Credibility	Personal growth
Business Ethics	Personal growth