



# PGI 2022 Seminar Application

*Online form is the preferred method.  
E-mailed (digital) version preferred over a written fax.*

## Return completed form to:

Dan Muzzey [seminars@pgi.org](mailto:seminars@pgi.org)

21207 476<sup>th</sup> Ave  
Aurora SD 57002  
Phone 605-651-4179

**Note:** All seminars will be set up auditorium style for seminars (chairs only). All workshops will be set up classroom style (tables with chairs behind). Presenter is responsible for all materials for course, other than tables, chairs and audiovisual equipment. No laptops will be provided, you must supply your own for presentations. No changes to the schedule will be accepted after the beginning of Convention, unless approved by Seminar Chair. If you are unable to conduct your seminar or workshop, please report this to the Seminar Chair as soon as possible so an announcement can be made. Presenter is responsible to be in the right place at the right time.

Presentations typically run one right after the other. You must end by your end time as a courtesy to the next instructor and return all tables and chairs to their original position. Get your students to help if necessary. Have them move outside if they wish to ask additional questions.

If you need to do preparations to the classroom or to reset it after the class, explain what you need to do in the boxes in the application below and tell us how much time that will take. We will show that as blank time in the schedule for that location so you can get it done.

**Presenter or representative must be present during registration** for seminars charging a fee, unless the fee will be collected at the seminar. Presenter is responsible for policing attendance at their seminar. It is the responsibility of the presenter to control the course and participants at all times (including any refunds or substitutions).

All courses are subject to PGI Safety Guidelines and any other applicable regulations. The PGI Board, Safety and Security Chairs reserve the right to alter or terminate any course not compliant with regulations or deemed to be unsafe. The PGI Safety Chair will review your application if it involves live material and reserves the right to alter or terminate any course not compliant with regulations or deemed to be unsafe.



# PGI 2022 Seminar Application

<b>Name of Presenter(s)</b>		
<b>Presenter Address</b>		
<b>Presenter Cell Phone</b>		
<b>Email Address</b>		
<b>New or Repeat</b> <i>Is the seminar / workshop similar to previous years, or entirely new or substantially revised?</i>	<input type="checkbox"/> <b>New</b> <i>Has not been presented in the past 4 years.</i>	<input type="checkbox"/> <b>Repeat</b> <i>Has been presented in the past 4 years in substantially the same form.</i>
<b>Title of Seminar / Workshop</b> <i>As it should appear</i>		
<b>Description of Course</b> <i>This should be a brief description of the course being offered.</i>		
<b>Instructor Bio</b> <i>This should be a brief description of the instructor(s) background.</i>		
<b>Seminar or Workshop</b> <i>Please indicate if the course is a seminar or a workshop.</i>	<input type="checkbox"/> <b>Seminar</b> <i>All buildings/rooms will be set up auditorium style for seminars (chairs only).</i>	<input type="checkbox"/> <b>Workshop</b> <i>All buildings/rooms for workshops will be set up as classroom style (tables with chairs behind).</i>
<b>Max # of participants?</b>		<i>The maximum number of participants allowed. This is mainly for room sizing. Limits of attendance are by room size for most seminars.</i>
<b>Live material? Either 1.3G or 1.4G</b> <i>If yes, please list material to be used.</i>		
<b>Day, Time &amp; Duration preferred to conduct course</b> <i>We will try to accommodate requests, please list alternate times as well.</i>		



# PGI 2022 Seminar Application

<p><b>Could you repeat the course at Convention?</b></p> <p><i>If yes, what day and time?</i></p>		
<p><b>Audio/Visual Equipment Needs</b></p> <p><i>Rooms will be set up with a whiteboard and microphone w/speakers only. If you need a projector, overhead projector, etc., you must request it here. If none is requested, none will be provided.</i></p>		
<p><b>Additional needs?</b></p>		
<p><b>May the course be recorded?</b></p>	<p><input type="checkbox"/> Yes</p> <p><i>PGI or others may record the course for sharing/distribution.</i></p>	<p><input type="checkbox"/> No</p> <p><i>No one may record the course.</i></p>
<p><b>Fee per participant?</b></p> <p><i>The fee per participant, if any, put N/A if not applicable.</i></p>		
<p><b>Do you want to support pre-registration?</b></p> <p><i>This is registration prior to the start of the PGI Convention. This is only valid for fee based courses or those with limited enrollments.</i></p>		
<p><b>Preparation Needs &amp; Time</b></p> <p><i>Tell us what you need to do in the classroom before you can start the class and how much time it will take you.</i></p>		
<p><b>Reset Needs &amp; Time</b></p> <p><i>What's needed to reset the classroom to its original state (put tables and chairs back where they were) and how much time that will take. Get students to help.</i></p>		