

ITE PROFESSIONAL DEVELOPMENT PROGRAM PROPOSAL FORM



The Institute of Transportation Engineers invites you to share your expertise and experience with the transportation industry through our professional development programs, which are designed to keep transportation professionals on the cutting edge of the industry. There are nearly 17,000 members of ITE responsible for planning, designing, implementing, operating and maintaining the surface transportation systems of the world. The members who choose to take advantage of their membership by participating in our training are working to improve the industry as a whole. We are pleased that you have chosen to share your expertise!

Please fill out the below information to the best of your ability. For questions regarding the form, please contact Nicola Tavares at 202-289-0222 ext. 155 (ntavares@ite.org).

Submission of this interactive document may be made by selecting "Submit by Email" on the buttons at the top of the document. You may also print this information and fax it to 202-289-7722 or direct mail to ITE, Attn: Nicola Tavares, 1099 14th St. NW, Suite 300 West, Washington, D.C. 20005.

Date of submittal:

Instructor Contact Information:	Name: _____ Title: _____ Employer: _____ Street Address: _____ City: _____ State/Province: _____ Zip Code: _____ Country: _____ Telephone: _____ Fax: _____ Email: _____
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Web Seminar/Briefing: (Please indicate which type of web presentation you wish to deliver)	Web Seminar (90 minutes)	Web Briefing (90 minutes)	A web seminar requires the instructor to deliver a PowerPoint presentation over the web and provide the participants with a short quiz and supplemental material. Web seminars are designed to present technical information with the goal of gaining student retention and comprehension. A web briefing requires the instructor to provide a PowerPoint presentation. This training is conducted in the same manner as the Web seminar; however, it is designed to address a "hot topic" of interest to participants in the transportation industry.
Mega Issues: (Please check one or more that apply to your presentation)	Safety Designing for all users Planning	Management and Operations Workforce Development	
Topic/Title: (Please provide the topic or title of your presentation)			
Audience Level/Target Audience: (Please indicate the level of education of the audience members)	Fundamental	Intermediate	Expert/Advanced
	Are there any prerequisites for taking this course?: Is there a specific target audience for your presentation? If so, please indicate below:		
Presentation Scope/Description: (In 3-5 sentences, describe the presentation for promotion purposes /content scope of your proposed seminar)			

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<p>Learning Objectives: (Please indicate 2-6 concise learning objectives which the instructor intends for the audience to know or be able to do as a result of the presentation) <u>Examples:</u> -Identify traffic control devices used in school zones -Describe methods that can be used to comply with the new standards -Discuss the major reasons behind traffic signal audits -Recognize when to become actively involved in traffic signal audits</p>	
<p>Proposed Presenters: (Please select the number of proposed presenters)</p>	<p style="text-align: center;">Sole presenter 2+ presenters</p> <p style="text-align: center;">Panel Discussion</p>
<p>Speaker Biography: (Please include a short biography for each presenter)</p>	

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Who do you recommend as an instructor for your proposed course (other than self)?	Name: _____ Title: _____ Employer: _____ Street Address: _____ City: _____ State/Province: _____ Zip Code: _____ Country: _____ Telephone: _____ Fax: _____ Email: _____
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Thank you for submitting the proposed sponsored seminar!