



The ESTA Foundation
Seminars & Training Committee
Seminar Proposal Form

Please include the following information to be considered as a Training/Seminar presenter for The ESTA Foundation.

Presenter's Name: _____

Contact Name (*if different from above*): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ WWW: _____

Information on Proposed Course

Course Title: _____

Course Length: _____

Level of Difficulty (*basic, intermediate, advanced*): _____

Bio/Resume/CV of the presenter(s) (*75-100 words - please attach additional sheets as necessary*):

Please summarize speaker's presentation experience:

Course Abstract (*25-50 words*):

Course Content Description (*100-200 words*):

Please list three learning objectives that will be accomplished by this program. A learning objective answers the question, "At the end of this session, the learner will be able to...":

1:

2:

3:

Parameters for class size (*minimum, ideal, maximum*): _____

Requirements for space and equipment needed (*please be specific*):

Presenter fee and/or expenses required, if any:

Submission contact information:

- Email: jim22@comcast.net (please use ESTA Foundation Seminar Proposal in subject line)
- Fax: 301-963-1047
- Mail: Jim Utterback, Co-Chair The ESTA Foundation Seminars & Training Committee
10053 Maple Leaf Drive, Gaithersburg, MD 20886