



**BOARD/S.O.T.A.
Professional Development Fund
Conference Report**



Name: _____ **School:** _____

Conference/Activity: _____

Title/Major Emphasis: _____

Conference Location: _____ **Dates of Conference:** _____

Please email a brief summary using the outline below as a guide. This will be circulated to the Board of Trustees and kept on file in the Ben Zaidman Educational Resource Centre. A copy will be included in your personnel file if you request.

- 1. Rationale and objectives for attendance.**
- 2. Sessions of particular interest/value**
 - Summary description
 - Significance to your specific teaching situation
 - Implications for Seven Oaks/education at large
 - Your personal comments on the session
- 3. Notable resource people**
 - Names
 - Areas
- 4. Other comments (if any)**

Your report should be emailed to: alison.hall@7oaks.org

Please complete the following:

The conference was: ___ Very valuable
 ___ Somewhat valuable
 ___ Very valuable

Seven Oaks should send teachers to this conference: ___ Regularly
 ___ Occasionally
 ___ Never again
 ___ No opinion

Would you be willing to present a verbal report or an in-service session on some aspect of the conference you attended?

 ___ Yes ___ Verbal Report ___ In-Service session
 ___ No

**Please email your report to alison.hall@7oaks.org
And return this form with your Conference Expense Report.**