



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

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



(must be completed on an individual basis)

**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/SOTA PD Committee members and 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 *individual* report must be included with your conference expense form in order to process your conference reimbursement.**

**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 return this form and your individual conference report along with your expense report to Alison Hall, Superintendents' Department.**