

Continuing Education Seminars for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

Proposal Form

Please, complete the form below **for each seminar you are submitting**, print it and submit with all required supplemental materials (5 copies of entire proposal) by U.S. mail or overnight courier (NO faxed or emailed copies) no later than OCTOBER 3, 2016.

Seminar Title

One-day Seminar

Two-day Seminar

--	--	--

Target audience/Category of Interest:

- Administrative Building Electrical Elevator Mechanical
 Fire Protection Plumbing Multiple Dwelling Amusement Rides
 Special Inspector, Category:

Presenter Information:

Name

Title

Organization

Address

Work Phone

Home Phone

Cell Phone

Fax

E-mail

Seminar Title

Seminar Abstract:

Seminar Purpose/Value:

Seminar Methods and Format:

Seminar Outline/Content:

Additional Presenters:

Presenter 1

Presenter 2

Presenter 3

Presenter 4

Presenter 5

Audio/Visual Equipment:

(If using a laptop, instructors must provide their own. The equipment listed below can be provided by Rutgers. Please check if you plan to use any of the listed equipment)

- Podium
- Data projector (LCD projector)
- Flip chart, easel, and markers
- Projection screen

Videotaping and using material online:

Consent for possibly videotaping *(Please initial if yes)*

Consent for possibly using material online *(Please initial if yes)*

Additional Materials Attached to the Proposal:

- Sample of study materials
- Sample of In-class Test
- References or statement of qualifications
- Presenter(s) resume(s)

Other

RFP 2017

Continuing Education Seminars for Construction and Hotel and Multiple Dwelling Code Enforcement Officials and Technical Assistants

Seminar Title

Statement of Cost:

Per Seminar Instructional Fee *(Total Expenses, including travel and meals, associated with seminar instruction except overnight accommodation)*

Per Copy Cost of Study Materials Purchased from Publisher or printer

or

Study Materials are to be Reproduced by Rutgers

Additional Comments:

Name

Title

Organization

Date

Authorized Signature

Please, print this form, sign and submit six copies along with the required supplemental materials no later than October 3, 2016.