

# 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, 2017.

**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 2018****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**


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*Please, print this form, sign and submit six copies along with the required supplemental materials no later than October 3, 2017.*