

Seminar Proposal
SEI/TAD Continuing Education Committee

Proposed Title: _____

Committee Name (if applicable) _____

Instructor's Names: _____

Contact Information: _____ **(telephone)**

_____ **(fax)**

_____ **(email)**

- 1. Description:**
- 2. Delivery Format(s):**
- 3. Materials:**
- 4. Development Cost (if needed):**
- 5. Date Available:**
- 6. Outline:**

-
1. Provide a 100 to 300 word description of the seminar with an emphasis on the topic that you want to address and why it is important to practicing engineers.
 2. Indicate whether you feel this topic could will be a web-based seminar (single or multiple segment with each required to present the seminar, and any special equipment that may be needed.
 3. Describe the type and detail of the materials to be handed out to attendees.
 4. Small seed grants may be available to get some high visibility seminars going. Please do not consider this as an income-generative activity for your committee.
 5. State when the seminar will be ready for delivery.
 6. Include a general outline of the course.