

How to Schedule and Host a FCSN/PTIC Workshop

1. PLAN AHEAD!

You need time to advertise and allow people to “Save the Date”

Is there a neighboring SEPAC who wants to co-host?

2. ARRANGE LOGISTICS

- Check your school district calendar to avoid major conflicts
- Choose a date (and an alternative date)
- Determine a two-hour timeframe that best works for your audience
- Place a 3 hour room reserve on your location for the workshop

3. ARRANGE FOR PAYMENT

Most PTI workshops are \$300. Please work with your school district to see if they need to create a purchase order for your workshop, and if so, email the purchase order to workshops@fcsn.org

Check with MassPAC about your SEPAC’s current level of membership – masspac@fcsn.org

A MassPAC PLUS level of membership entitles a District/SEPAC to one Basic Rights workshop at no cost
MassPAC PLUS members have the option to purchase one additional PTI workshop at half-price or \$150

4. REQUEST A WORKSHOP

Use FCSN’s online system - <http://fcsn.org/ptic/workshops/request>

(Please allow at least two months’ time between the request and the requested workshop dates)

Once we have a presenter, a confirmation of the workshop will be sent with workshop materials

5. ACTIVELY PROMOTE AND SHARE THE WORKSHOP FLYER

Add your SEPAC contact information to our workshop flyer and publicize the workshop

Invite parents, local neighboring SEPACs, your special education administrator, and other educators

6. CONTACT THE PRESENTER

One week prior to the workshop, confirm details including location and equipment needs

Please copy in Kristin LaRose in your email to the presenter (workshops@fcsn.org)

7. SET UP FOR THE WORKSHOP

Arrive early to allow presenter to get connected to the equipment

Print enough copies of the workshop handout, evaluation and demographic forms

Stay after to clean up and secure room/equipment

8. RETURN FORMS to FCSN

Gather the completed Evaluation and Demographic forms and give to presenter

If you want to send us feedback – workshops@fcsn.org

QUESTIONS?

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