



Book template

This form will assist us in making a more informed decision regarding your program. It is also the template used to create the brochure and a timed outline for continuing education purposes. We want to provide quality information about your program in our brochure, so be as creative as possible!

SEMINAR TITLE

Byline (If any) can be inserted here

List four objectives here (these will be bulleted items on the front of the brochure and need to be attention-grabbing)

Subtitle (Course Description)

Two-paragraph introduction – maximum 250 words.

Paragraph 1: Discuss problem.

Paragraph 2: Discuss what your program will do about the problem.

Course Content

Outline form in order of presentation along with estimation of time required to cover each topic.

What You Will Learn

List four to seven items here. The objectives should describe and correspond with each section in your Course Content.

Who Should Attend

List professionals and/or support staff that would benefit from your seminar.

Course Director

Bio here. Maximum 250 words. You may send a photo if you wish that will be inserted into the brochure.

Professional Comments

Minimum three comments. These comments are from anyone who has attended any seminars or workshops you have presented or statement by professional references. Please supply name, degrees or licenses, and city and state of individuals providing professional comments.

>Table of Contents

>At least a 20-item multiple choice question at the back.