

MANITOBA WATER AND WASTEWATER ASSOCIATION

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Dear Sir/Ma'am:

Re: Educational / Technical Training Sessions - Request for Proposals

On behalf of the Manitoba Water and Wastewater Association I would like to inquire if your firm would be interested in partnering with MWWA on planning, arranging and executing educational training sessions in which your firm or staff have expertise. We are interested in partnering with the private sector to provide training opportunities in order to allow our members to further their professional capabilities and remain up-to-date as technology advances.

If your firm is capable and interested in putting on one or two day training sessions in an area of expertise that our members could benefit from, then the MWWA would be interested in receiving a proposal from your firm. The proposal should abide by the following format:

- Cover Sheet - Company name, title of seminar and dates/timelines
- Table of Contents
- Introduction - describe the type of seminar, topic/issues to be discussed & instructed
- Schedule of day's events
- Course Requirements - Manuals, equipment, etc
- Bio's of staff who will be providing instruction
- Logistical Information - Audio Visual, site and other requirements
- Adherence to the MWWA Technical Training session guidelines - as attached.
- Request for compensation - if required - submitted to the Education Committee for advance approval.

It is hoped that firms interested in partnering will follow the MWWA's lead and keep expenses as low as possible to maximize the number of participants able to attend. Once the above information has been received, the course information will be submitted to the Provincial Regulator who will assign CEUs (Continuing Education Units) for the workshop - (1 CEU per 10 hours contact time).

For further information consult our website at: mwwa@mts.net or contact our Executive Director, Iva Last at the numbers above. Thank you for your time and consideration and we look forward to hearing from you.

Regards,



Karly Friesen
MWWA Education Committee Chair

/iml

Attachment

Manitoba Water and Wastewater Association Inc.

Guidelines for the presentation of educational material at technical training sessions and workshops. (CEU eligible training)

Presentations are for the educational benefit of Water and Wastewater Utility Operators.

1) In order for MWWA to be able to issue Continuing Education Units, (CEU's), the presenter must be adequately qualified, in the sole judgment of MWWA. Presenters shall provide a written summary of their qualifications and experience to the MWWA Education Committee or their designated seminar/workshop organizing committee. The MWWA shall satisfy itself that the presenter has the necessary qualifications.

2) Presenters shall provide a copy of the presentation material to the MWWA Education Committee for content review and approval prior to the advertisement of the seminar.

For workshops and demonstrations, presenters shall provide a summary of the program and objectives of the workshop/demonstration to the MWWA Education Committee for content review and approval prior to the advertisement of the workshop. Presentation material will remain the sole property of the presenter. MWWA will not use or reproduce these materials without permission of the presenter.

3) Presenters shall not explicitly promote name brand products, materials, or services within the presentation material, either verbally or written. Presenters may utilize represented products for demonstration purposes.

4) Introductions and closing remarks made by MWWA representatives on behalf of presenters and trainers may include references to the presenter's work or technical related affiliations.

