



ADLC Procedures Manual AP 20-11

ADLC Conference and Convention Presentation Procedure

Throughout the school year, ADLC employees attend many functions as educational and marketing representatives of the organization.

A. Presenting at Conferences and Conventions

On the occasions when an ADLC employee requests to present, or is requested to present at a conference or convention on behalf of the organization, the following protocol is to be followed:

Any ADLC employee wishing to present at a Conference or Convention on behalf of ADLC must:

- i. Work with their department to submit a completed PHPS Professional Development Form, indicating Compulsory Professional Development, to the appropriate Department Head or Supervisor for recommendation.
- ii. Recommended submissions must be forwarded by the Department Head or Supervisor to the Associate Principal (or Principal in the Associate Principal's absence) for approval.
- iii. Following approval, the Associate Principal (or Principal in the Associate Principal's absence) will forward confirmation of the approval, along with any recommendations, to the Employee(s) and Department Head(s) in question, ADLC Communications and the Administrative Assistants to the Principal.