**New Seminar submission form**

1. Proposed Seminar Title
2. Course Description (one to three paragraphs), including the overall course goal
3. What skills gap/ market need does this address for corporate treasury or corporate financial planning professionals?
4. A Description of the Target Audience and Who Should Attend
5. A List of Prerequisites: What professional experience or education should the ideal attendee have?

### Please list any industries/ or companies that have demonstrated a need or interest the training this seminar offers:

1. Course Learning Objectives (bulleted form). *Start with the phrase:* "By attending this seminar, attendees will be able to:"
   * 1. 1st Benefit
     2. 2nd Benefit
     3. 3rd Benefit
2. Course Content (bulleted outline format – use as many Hours, Main and Sub-topics as necessary to accurately describe your course content). Include estimated timeframes for main topics only.

HOUR ONE

* Main Topic
  + Sub-topic
  + Sub-topic
* Main Topic
  + Sub-topic
  + Sub-topic

HOUR TWO

* Main Topic
  + Sub-topic
  + Sub-topic
* Main Topic
  + Sub-topic
  + Sub-topic

HOUR THREE

* Main Topic
  + Sub-topic
  + Sub-topic
* Main Topic

1. Estimated Course Length:
   1. 4 Hours
   2. 6 Hours
   3. 8 Hours

1. Do you have a recommended delivery method (Virtual, In-Person, On Demand?) Please explain:
2. Your Professional Biography
3. Please list three professional references familiar with your level of technical expertise and instructional experience and/or evaluations from previous presentations of your course.

1. Please List Past Seminars taught, and their audiences

*After filling out this form, please save to PDF and send to Casey Breslin, Manager, Training Products at AFP at* [*cbreslin@afpoline.org*](mailto:cbreslin@afpoline.org)