

## Hello and thank you for your interest in EAP training seminars.

We ask for a minimum of 15–20 business days' notice for any training request. This allows us time to secure a qualified facilitator.

**Please provide us with all of the following information so that we may proceed in processing your request.**

Your EAP Client Consultant/Executive is available to consult with you about your request or any special needs you may have:

Please feel free to contact your EAP Client Consultant/Executive at:

Return your completed request form to:

### Training information

Company name: Today's date:

Preferred training date: Start time: (HH:MM) AM PM Time zone:

Alternate training date: Start time: (HH:MM) AM PM Time zone:

Duration of the training: Notes:

Audience:

Number of attendees:

Type of training:

Topic:

**Special instructions** — Check all that apply:

Require attendees to register     Attendee list needed     Recording needed     Closed captioning needed

We will use our own platform for the webinar. Select platform:

**Training requester** — This person will be making all arrangements and receiving the confirmation.

Name:

Title:

Phone:

Email:

Notes:

**Please note:** Seminars cancelled in less than 72 business hours may be charged to your bank of training hours. If you do not have a bank of hours you may be billed a fee for service charge for your cancelled event.

### For on-site seminars only

Location street address, state, ZIP code:

Parking details:

Where should the facilitator meet the on-site contact?

**Complete this shaded area only if the requestor and on-site contact are different.**

**On-site contact** — This person will meet the facilitator at the site and arrange for technology.

Name: Phone:

Email:

### For Client Consultant/Executive use only

EAP website: Website login:

EAP phone no: No. of visits:

Notes: