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Workshop Form (Required)

Gathering the following information is an important part of planning for the upcoming conference/training – it will ensure that the organizing goes as smoothly as possible. Thank you in advance for the hard work that you have put into organizing the training!

Please complete the following form and fax (858-454-8598) or email (sscird@aol.com) back at least six weeks in advance.

If you have any questions please feel free to call for further information – 858-454-8528.

If any of the questions below do not apply to your particular event please write “NA”.

(1) Participant Information:

- a) How many participants do you expect to attend? _____
- b) Primarily from: mental health _____ substance abuse _____ both _____
criminal justice _____
- c) Further details that would be helpful: _____

(2) Date(s) of conference/training: _____
Start and end time(s): _____

(3) Name of conference/training: _____

(4) Location of the conference/training: _____

(5) Contact name: _____
Address: _____
Phone Numbers: _____

(6) The following AV equipment will be available (as per earlier conversation):
 Laptop computer, LCD projector with Power Point loaded, lavalier wireless microphone, flip chart and water.

(7) Information on hotel and travel:

Name of hotel: _____

Address: _____

Phone and fax numbers _____

- Do you plan to make the reservation for the hotel? Yes _____ No _____
- If yes, please list confirmation number for the reservation: _____
- Dates: _____
- Please check here if it is prepaid by you _____; otherwise I will use my credit card and submit a copy of the receipt for reimbursement.
- If you require original receipts please specify, yes ___ no ___

Driving directions (if any driving is involved) please have them faxed to me at fax # 858-454-8598 or emailed to me at sscird@aol.com, at least 1 month prior to the training. If there is travel both to the hotel, and to the training site, please include both. (If you download directions from Map Quest please be sure to check the directions for the last mile – my experience is that they are often not accurate).

Plan for air travel: Should I book my own air travel, using my own travel agent? (that is my preference, and I book at the lowest coach rate).
Yes _____ No _____ If “yes” do you need me to make reservations by a certain date? _____ If “no” please specify how you would like to look after air travel booking. _____

Airport or hotel pickup: (e.g., if you are planning to pick me up from hotel to take me to the training, or from the airport to the hotel, if so please list the time and include the cell # (if available) and name of the person driving, vehicle color, etc. _____

(8) Is your training open to the public, if they want to register? Yes _____ No _____

If “yes” please send the following information (or fax/email your standard registration brochure), and I’ll list it on my website on the Speaking Schedule:

Date of training

Location

Contact to register (i.e., phone, email, website, or any other info.)

Fee

Whether CEUS will be available

(9) Confirmation of honorarium and reimbursement:

- The honorarium for the training will be: \$ _____
- Travel expenses will be reimbursed (hotel; travel, e.g., airfare and taxi’s; meals or per diem at the rate of _____ per day).

- Other details (e.g., do you need an invoice to be submitted? Who and what address should the travel expenses be sent to?)

(10) Books on site. Participants often appreciate the opportunity to purchase materials while at the training. There are two ways to do this:

A) *We can arrange to have the books shipped to you to arrive at the location that you specify a few days prior to the training.* I would pay for the books in advance and all checks should then be payable to Stephanie Covington. This would require having a staff member or volunteer available to sell the books. If this is how you would like to proceed please fill out the book order form attached and send a copy to Stephanie Covington at 7946 Ivanhoe Ave. Suite 201 B, La Jolla, CA 92037. Please have the order form completed six weeks in advance as well. Please indicate the location the books should be shipped to and to whom the shipment should be marked attention to:

Please sign indicating that you will be responsible for returning any unused books to my office location at 7946 Ivanhoe Ave. Suite 201B, La Jolla, CA 92037, using a secure shipper (e.g. UPS): _____

B) *You can arrange to have a local bookseller come to the training to sell materials.* If you choose to do this please list the address and phone number of the bookstore that you have chosen below:

(11) Handouts: We like to provide a master copy of handouts one month in advance, which you can copy and distribute. These can be sent via email and/or via regular mail. Please specify the email address, mailing address and the name of the person to mark the handouts attention to: _____

To access Stephanie Covington's CV and Bio please go to www.stephaniecovington.com

To access Center for Gender and Justice Bio and activities please go to www.centerforgenderjustice.org