

# Anthem EAP Training Request Form



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:

Reset Form

Save and Print