

Training/Event Request Form

Classroom-based trainings and webinars: At a minimum, 25 business days advance notice is optimal to ensure we locate a trainer with experience in your course topic. *** Late Cancellation Fees - \$250.00 per hour: If you find it necessary to cancel the training or webinar because of conflicts or attendance issues, please provide Magellan with at least five (5) business days advance notice. If you need to cancel with less than five (5) business days advance notice of the training date, the scheduled training will either be applied to your contracted training hours or billed at \$250.00 per hour. This allows Magellan to cover the costs of the trainer with whom we have contracted and who have cleared their schedule for this event**

Requestor	Name:	Title:
	Email:	Ph:

Event Location *	Address:		
	Specific Floor/Room/Cafeteria:		
	City:	State:	Zip Code:

*Address is required for webinars and classroom-based trainings.

Site Contact at location	Name:	Title:
	Email:	Ph:

Date Requested		Start time		End time		Time Zone	SELECT
Training Title				# of Participants			

Dress Code	SELECT	Training Type	SELECT
If webinar, will you be using your own technology to host this training	SELECT	Please note: If using your own technology, you will be responsible for the technology, technical support, driving the presentation and sending the trainer instructions/invite to join	
Will the training be recorded	SELECT	Please note that a Legal agreement needed when not using Magellan platform	
Specific trainer requested	SELECT	If Yes, provide name:	
Will two weeks be sufficient for trainer confirmation	SELECT	If 'NO'- time frame needed:	

Audience type	SELECT
What are their responsibilities/duties	
Is something going on that led you to this request	
Training style that works best for this group	SELECT Other

Would you like to use	<input type="checkbox"/> EAP Overview Flyer <input type="checkbox"/> Participant Evaluations
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Additional information concerning this training	
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