

TRAINING EVENTS REQUEST FORM

PLEASE PRINT OR TYPE

Thank you for reaching out to AllOne Health to schedule an Event for your webinar, training, orientation, and health fair needs. AllOne Health webinar and training sessions are designed to be one-hour in length and are topical in nature. The purpose of the webinar and training sessions are to create an awareness around the topic. **AllOne Health requires that all webinar, training, orientation or health fair request details be submitted a minimum of 4 week's prior to the preferred event date to accommodate the request.** Please complete the below required fields to formally submit a request. To learn more about the topics offered and terms & conditions of submitting a request, please reference the AllOne Health Webinar Training Catalog. Please see below options for the available delivery of all requests.

Full Company Name:	Requestor First Name:	Requestor Last Name:
Requestor Job Title:	Requestor Phone Number:	Requestor Email Address:

BILLING – Fee-for-Service Requests (if applicable): An invoice will be emailed to the contact listed below and payment terms include Net30.

Billing Contact Name:	Billing Contact Phone Number:	Billing Contact Email Address:	PO Number:
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Event Date:	Event Start Time:	Event Time Zone:
Alternative Date(s):	Alternative Start Time(s):	Reason for Event Request:
Audience:	Estimated Number of Participants:	Additional Info/Notes to Share with Facilitator:

VIRTUAL EVENTS

Live online session using an AllOne Health GoToWebinar, Zoom or your company's preferred platform.
 Fees and/or participation minimums may apply.

Virtual Event Type: <input type="checkbox"/> Webinar <input type="checkbox"/> Training <input type="checkbox"/> Orientation	Format Preference:	Facilitator Camera Preference:
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ONSITE EVENTS

AllOne Health sources its network of local training and/or event facilitators to deliver the training and/or event in person.
 Fees and/or participation minimums may apply.

Onsite Event Type: <input type="checkbox"/> Training <input type="checkbox"/> Orientation <input type="checkbox"/> Health Fair	For Trainings/Orientations, can a laptop and projector be provided?	For Health Fairs, what is the setting?
Facility Name/Building Signage:	Location Address:	
Location City:	Location State:	Location Zip:
Location Contact Name:	Location Contact Job Title:	Location Contact Phone Number:
Facilitator Dress Code:		Facilitator Arrival Instructions:

CANCELLATION/ATTENDANCE POLICY: Please be advised that AllOne Health requires a minimum of 7 business days notice for cancellations. Cancellations received in less than seven business days will be subject to an administrative fee or forfeiting scheduled hours from pools of hours. AllOne Health webinars, trainings and orientations must meet a minimum of 10 participants to avoid cancellation.