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: ■ AM ■ PM Time zone: (HH:MM) 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:

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