



Workshops Upon Request

Date:

Name of department or college requesting presentation:

Which presentation are you requesting?

What need are you trying to address with this presentation?

When would you like the training? (Workshop dates are typically scheduled for a date that is a minimum of SIX weeks after a request has been submitted.)

Proposed Location:

Number of Expected Faculty Attendees: (15 faculty minimum)

Do you anticipate non-faculty attendees?

Name of co-facilitator provided by host unit:

Email:

Phone:

Name of organizer (if different).

Email:

Phone: