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Workshop Form for Virtual Event (Required)

Please complete the following form and email (info@stephaniecovington.com) or fax (858-454-8598) back no later than <u>45 days in</u> <u>advance to your event</u>. Gathering the following information is an important part of planning for your upcoming virtual event – it will ensure that the organizing goes as smoothly as possible. If you have any questions please feel free to call for further information at 858-454-8528. Note that you may "save-as" this PDF document onto your computer desktop, open the saved desktop version of this document (not the attached email version), then fill in this form out electronically (and save the file again once you have filled it out) instead of handwriting the information. Thank you in advance for the hard work that you have put into organizing this event!

1. General Information

a.	Date(s) of Virtual Event:						
b.	Name of Virtual Event:						
c.	Tin	Times of the Virtual Event (include time zone):					
d.	Ho	How many participants do you expect to attend (we recommend max of 45 for interactive trainings)?					
e.	Pri	Primarily from (<i>check all that apply</i>):					
				□ Other,			
f.	Is your training open to the public, if they want to register? \Box Yes \Box No						
	If yes, we'll list it on Dr. Covington's website on the Speaking Schedule. Please provide the following:						
	Name of Contact Person to Register for this event:						
		Contact Phone: Contact Email:					
	Website:						
	Fee to Attend: \$ Will CEUs be available?						
-	Trainer Participation at the Event						
	a. Who is primary contact for Trainer to coordinate with for this event?						
	Name:						
		Contact Phone: Contact Email:					
	 Please check any of the following items you wish us to provide you with (check all that apply, these ite typically used in your promotional materials and/or for CEU applications): 						
		🗆 Bio	□ Headshot	□ CV	□ Short Description of preser	ntation/workshop	
		Objectives for presentation/workshop			Agenda of presentation/workshop		
	What is the deadline date you need the above items? You may also access Stephanie Covington's CV and Bio at www.stephaniecovington.com You may also access Center for Gender and Justice Bio and activities at www.centerforgenderjustice.org						

2.

3. Virtual Event Specifics

- a. Who will provide the platform for this Virtual Event? SSC, LLC Client via Zoom Via _____
- b. Who will provide the Moderator for this Virtual Event?

Moderator responsibilities include the following:

- Work with Trainer to review presentation and interactive tools to determine who will perform what tasks prior to training
- Troubleshoot any attendee login issues during the virtual event
- Monitor and respond to any issues in Chat during the virtual event
- Manages Q&A
- o Arrange for breakout sessions of the attendees if needed during the virtual event
- Conduct any poll, whiteboard or other tool features as part of the virtual event

It is important to have a skilled Moderator as part of any virtual training so that the Trainer may focus on presenting the material while the Moderator manages the logistics.

c. Who is primary <u>day of event contact</u> for Trainer to contact the day(s) of the event in case Trainer needs to notify someone of last-minute changes?

Name: _____

Contact Person's Cell (do not provide office #):

d. **Invite and Handouts -** It is the responsibility of the Client to distribute the Virtual Training invite to attendees and manage the registrations. In addition, Trainer may also provide handouts and information that will need to be distributed to attendees prior to the training. Please indicate who will be performing this task:

Date this information needed:

e. **Curricula Material -** For curricula specific trainings each person who will be facilitating the program will need a facilitator guide for the virtual training. Other attendees will need a copy of the workbook. It is important to allow adequate time for materials to be delivered to Client, and then distributed to attendees of the training in time for them to review the materials prior to the training. Please order a minimum of 45 days prior to your first training date. You may order online at <u>www.stephaniecovington.com</u> and going to the "Books and Curricula" page. You may also find our Book Order Form on the "Forms" page.

Will you be placing an order for materials?

If you would like us to send you a copy of our Book Order Form, please indicate an email address below:

f. **Attendee List -** Please provide a listing of all attendees including their names, titles and email addresses to Trainer. This information needs to be provided to the Trainer no less than one week prior to the virtual event. This information will be used in order to create groups for any breakout rooms as part of the virtual training.

Is the attendee role important to consider when creating groups? If so, roles need to be incorporated on the participant list. For instance, does supervisor and subordinate relationship need to be considered? Is gender of the attendee a consideration? Please provide any information that should be considered:

4. Confirmation of Honorarium and Reimbursement

- a. The honorarium for this event will be: \$ ______ (payable in US Funds and drawn from US bank)
- b. Indicate if there is any additional fee for services that SSC, LLC will be providing:

Virtual Platform: \$

Moderator: \$

c. Provide the full address and contact name where the final invoice should be submitted:

Organization Name:

Accounts Payable Contact Name: _____

Address (including zip code): _____

d. Please add any additional instructions regarding reimbursement, if needed:

5 Additional Information

Please provide any additional information regarding your event that has not been addressed above.