



CALIFORNIA EDUCATION CONNECTION

Bringing People & Knowledge Together...

Host Site Contact

Name of Liaison: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Seminar/Course Information

Seminar(s) Desired: _____

Instructor: _____

Number of participants from you facility that will attend: _____

Date(s) desired: _____

Please be sure to check local, state and national conference dates before picking date(s).

Is this a request for _____ Public Course _____ Private Session _____ Semi-Private
(Please check appropriate box)



Conference Facility Information

Name of conference space/facility: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dimensions: Width _____ Length _____ Ceiling Height _____ Sq Feet _____

Audio-visual equipment available (Please check the items available for use)

Screen Slide Projector Overhead Projector LCD Projector

Laptop Computer VCR Laser Pointer Microphone

Is there a cost involved for the use of the equipment? Yes No

How Much? _____

Catering

It is customary for the host facility to provide a light breakfast during registration and refreshments during seminar breaks.

Can your facility arrange for and pay for this service? Yes No

Describe: _____

Are there convenient locations within walking distance for lunch? Yes No

Describe: _____



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Travel / Accommodations

Name of Local Airport: _____ Distance from facility: _____

Local Hotels and distance from facility: _____

Marketing / Promotion

We have found that the one of the best methods to ensure a successful seminar is additional promotion by the host facility.

Would you be able to help with this? Yes No

How many brochures would you need? _____

Please describe any previous experience hosting a seminar: _____

Please submit completed form to the following:

California Education Connection
5220 Clark Avenue
Suite 320
Lakewood, CA 90712

Office (888) 212-5412
Fax (866) 226-3429

brian@californiaeducationconnection.com