

EM Training Intake Sheet

Date and time of this call	Date: _____ Time: ____ AM PM Name of caller: _____														
Contact Person	Name: _____ Telephone: _____ e-mail: _____ Best time to call: _____														
We have various program lengths.	<input type="checkbox"/> Lecture (1-1.5 hrs) Topic: _____ <input type="checkbox"/> ½ day(3hrs) Theme: _____ <input type="checkbox"/> Full day(6hrs) Theme: _____ <input type="checkbox"/> Other (Specify) _____														
We have various program emphases.	<input type="checkbox"/> EM Overview: History, Theory, and Concepts <input type="checkbox"/> EM Research: Measures and Studies <input type="checkbox"/> EM Assessment, Screening and Diagnosis <input type="checkbox"/> EM Ethical and Policy Issues														
Preferred day of the week?	<table style="width: 100%; text-align: center; border: none;"> <tr> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> <td>Sun</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Mon	Tue	Wed	Thu	Fri	Sat	Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon	Tue	Wed	Thu	Fri	Sat	Sun									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Are you requesting a specific date?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Specific date(s) _____														
How many people is the room able to accommodate?	Maximum occupancy of room _____														
How many people do you expect?	# of people expected _____														
We will need AV equipment including a laptop PC and a projector.	<input type="checkbox"/> Yes , Will be able to provide: _____ <input type="checkbox"/> No, AV equipment is not available on site.														
Reminders	<ul style="list-style-type: none"> We do not charge an honorarium We will have to charge for a hotel should overnight accommodations be required We do not supply refreshments. 														
Comments															