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| **Classroom-based:** At a minimum, 25 business days advance notice is optimal to ensure we locate a trainer with experience in your course topic. Six to eight weeks is needed to create a classroom-based course that is customized to your company. Consult with your account management team if customization is needed as additional fees may apply.    **Webinars:** Due to their popularity, a minimum of 25-business days advance notice is also optimal for requesting webinars. Six to eight weeks is needed to create a webinar that is customized to your company. Consult with your account management team if customization is needed as additional fees may apply. |

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| **Requestor** | Name: |  | | | Title: |  | | |
| Email: |  | Ph: |  | | | Alt Ph.: |  |

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| **Event**  **Location** | Address: : | |  | | | | | |
| Specific Floor/Room/Cafeteria: | | |  | | | | |
| City: |  | | | State: |  | Zip Code: |  |

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| **Site Contact**  **at location** | Name: |  | | | Title: |  | | |
| Email: |  | Ph: |  | | | Alt Ph.: |  |

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| **Date Requested** | |  | **Start time** |  | **End time** | |  | | **Time Zone** |  |
| **Training Title** |  | | | | | **# of Participants** | |  | | |

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| **Dress Code** |  | | **Training Type** | | | |  |
| **If webinar, will you be using your own technology to host this training** | | |  | | | **Please note: If using your own technology, you will be responsible for the technology, technical support, driving the presentation and insuring the trainer receives instructions/invite to join** | |
| **Will the training be recorded** | |  | | Please note that a Legal agreement needed when not using Magellan platform | | | |
| **Specific trainer requested** | |  | | If Yes, provide name: | | | |
| **Will two weeks be sufficient for trainer confirmation** | | | | | If ‘NO’- time frame needed: | | |

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| **Audience type** |  | | Other: | | |  | | |
| **What are their responsibilities/duties** | |  | | | | | | |
| **Is something going on that led you to this request** | | | | |  | | | |
| **Training style that works best for this group** | | | |  | | | Other |  |

|  |  |
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| **Would you like to use** | Key Features of the program Handout Participant Evaluations |

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| **Additional information concerning this training** |  |