

SERVICE CENTER TRAINING EVENT APPLICATION

The completed application must be returned to Courtney Karr by **Friday, February 15, 2019.**

Mill Information

Mill Name:	Mill Type:
Mill Address:	
Key Contact:	Key Contact Phone Number:
Key Contact Email Address:	

Site Information

Does your facility have meeting space (conference room or training room):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, can your meeting space accommodate up to 50 people:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, how many:		
If yes, can your meeting space accommodate classroom-style seating:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your facility have Audio/Visual equipment (projector, screen, clicker, etc.):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to cater lunch for up to 50 people:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to host a reception/cocktail hour and/or dinner the evening before for up to 50 people:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list the nearest hotels to your facility and their distances:		
Please list if you have a special rate with a hotel(s) and what the rate is:		
Please list the nearest airport(s) to your facility and their distances:		
Are you willing to provide transportation (bus, shuttle, etc.) for up to 50 people from a hotel to your facility:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your facility handicap accessible:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If your facility requires security clearance for access, please explain.		
Is special clothing (safety glasses, hard hats, booties, etc.) required to access your facility:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, can you provide these items to attendees:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Facility Tour / "Classroom" Training Information

Could you accommodate an on-site training in October 2019:	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If no, what timeframe works best?)
How many people/groups can tour your facility at one time:		
How many tour guides (employees) can you provide for each tour:		
Can you accommodate an all-day training session (8:00 a.m. - 5:00 p.m.):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you allow a non-competitive third party, such as a representative from the Copper Development Association, to present a portion of the "classroom" training:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to present a pre- and/or post-training webinar to distributor customers:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to incorporate the use of video into the "classroom" training:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to provide attendees handouts or takeaways from the training:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please tell us why your company would like to host a CBSA Service Center Training Event:		

The mill selected to host the 2019 CBSA Service Center Training event will work with CBSA staff to develop an agenda and learning objectives. The selected mill must send complete event details and training materials to Courtney Karr no later than one month prior to the scheduled training event date.

Signed:	Date:
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