



# Wellness Seminar Request Form

Canada – Puerto Rico – U.S. Virgin Islands

To begin the process of scheduling an EAP wellness seminar or management training, please complete this form and return to the Employer Service Coordinator team via email or fax:

- **E-mail:** [eshcomments@evernorth.com](mailto:eshcomments@evernorth.com)
- **Fax:** 1-877-420-7066

If you need assistance with selecting a topic or have questions, please contact the **Employer Service Coordinator team** at **1-888-736-1377** or via email.

- + Please allow for **4 weeks advanced notice** when scheduling an event.
- + Seminars that are **30 minutes in length** deduct one full ESH.
- + Cancellations or changes made with less than **5 full business days'** notice will be billed to the Employer Service Hours (ESH) for your company.
- + **Webinars:** Recording, copying, reproduction, modification, or distribution of this material or the presentation in whole or in part is prohibited without express prior written consent.

**Site information:**

<b>Company name:</b>	<b>Division (if applicable):</b>
<b>Site Contact Name:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Type of Business:</b>
<b>Business Address (*Required field for both onsite and virtual events):</b>	
<b>Street address:</b>	
<b>City:</b>	<b>State:</b> <b>Zip code:</b>

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Seminar specifics:

<b>1. Session Title from Catalog:</b>		<b>Number of sessions:</b>
<b>Session length</b> <i>(see available time frame options for selected topic in the catalog):</i>		
<b>Date Options:</b>	<b>Time Options:</b>	<b>Time zone:</b>
<b>Onsite seminar:</b> <input type="checkbox"/> <b>Onsite with remote attendees:</b> <input type="checkbox"/> <b>Address for Event:</b>  Same as above <input type="checkbox"/> <b>Confirmation of Equipment:</b> Projector <input type="checkbox"/> Computer <input type="checkbox"/> <b>Expected # of Attendees:</b>	<b>Virtual/Webinar</b> <input type="checkbox"/> Does the presenter need video capability? <b>Virtual platform used</b> (Webex, Zoom, etc.):  <i>*Note: Technology to support web delivery must be provided and managed by your organization.</i>  <b>Expected # of Attendees:</b>	
<b>Additional information</b> <i>(e.g., current issues at the site, audience details, room setup, etc.):</i>		

<b>2. Session Title from Catalog:</b>		<b>Number of sessions:</b>
<b>Session length</b> <i>(see available time frame options for selected topic in the catalog):</i>		
<b>Date Options:</b>	<b>Time Options:</b>	<b>Time zone:</b>
<b>Onsite seminar:</b> <input type="checkbox"/> <b>Onsite with remote attendees:</b> <input type="checkbox"/> <b>Address for Event:</b>  Same as above <input type="checkbox"/> <b>Confirmation of Equipment:</b> Projector <input type="checkbox"/> Computer <input type="checkbox"/> <b>Expected # of Attendees:</b>	<b>Virtual/Webinar</b> <input type="checkbox"/> Does the presenter need video capability? <b>Virtual platform used</b> (Webex, Zoom, etc.):  <i>*Note: Technology to support web delivery must be provided and managed by your organization.</i>  <b>Expected # of Attendees:</b>	
<b>Additional information</b> <i>(e.g., current issues at the site, audience details, room setup, etc.):</i>		