



Wellness Seminar Request Form

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
- **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.

- + **Planning:** Please allow for **4 weeks advanced notice** (6-8 weeks for legal or financial seminars).
- + **Employer Service Hours (ESH):** Seminars that are 30 minutes in length deduct one full ESH. Legal and financial seminars deduct 2 ESH for each onsite hour.
- + **Cancellation policy:** 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:

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

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