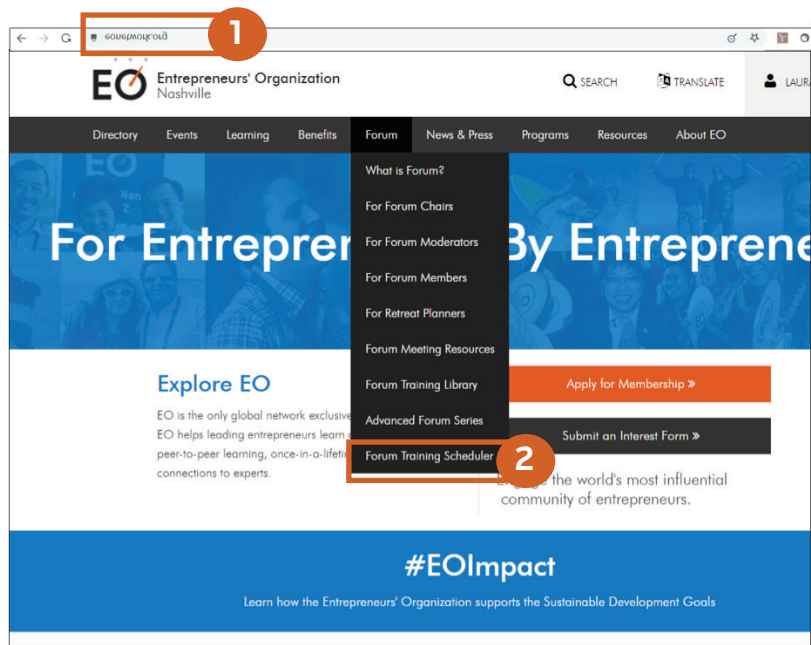


EO Global offers six different Forum Workshops to elevate your Forum experience. Programs are four hours each, and descriptions are found in the [Forum Workshop Flyer](#). The cost for each of the 6 programs offered by Global EO is \$2000.*

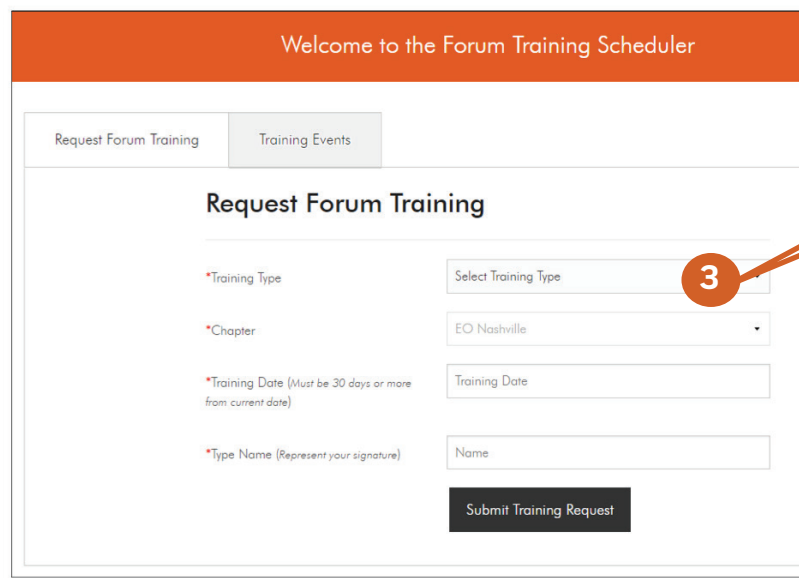
Workshops are preferably scheduled at least 30 days in advance and can be easily booked through the Forum Scheduling Tool on the EO website: www.eonetwork.com.

For support with booking **Global Forum Workshops**, contact Diane Wilson at dwilson@eonetwork.org.



TO SCHEDULE A GLOBAL FORUM WORKSHOP:

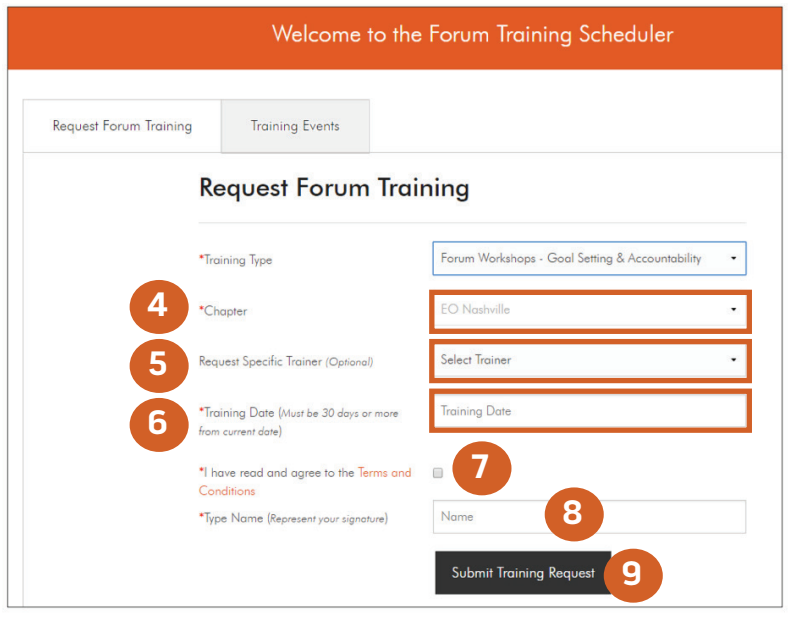
1. Log in to the Global EO website using your EO credentials: www.eonetwork.com.
2. From the **Forum** tab, select **Forum Training Scheduler**. The Forum Training Scheduler page is displayed.
3. Select the **Training Type** dropdown to select your desired workshop. You may select any program that begins with the words: **Forum Workshops**.



The screenshot shows the 'Request Forum Training' form. It includes fields for 'Training Type', 'Chapter', 'Training Date', and 'Type Name'. A red circle with the number '3' highlights the 'Training Type' dropdown menu.



(Continued)...



The screenshot shows the 'Request Forum Training' form. It has two tabs: 'Request Forum Training' (active) and 'Training Events'. The form contains the following fields and elements:

- 4**: Training Type dropdown menu (set to 'Forum Workshops - Goal Setting & Accountability').
- 5**: Chapter dropdown menu (set to 'EO Nashville').
- 6**: Request Specific Trainer (Optional) dropdown menu (set to 'Select Trainer').
- 7**: Training Date field with a calendar icon.
- 8**: Type Name field (Name).
- 9**: Submit Training Request button.

Additional text on the form includes: '*Training Date (Must be 30 days or more from current date)', '*I have read and agree to the Terms and Conditions' (with a checkbox), and '*Type Name (Represent your signature)'.

TO SCHEDULE A GLOBAL FORUM WORKSHOP: ...(Continued)

- Note that the **Chapter** field defaults to **EO Nashville**. This location is assumed to be the location of the workshop. If your Forum is planning to incorporate the program as part of a retreat that will be held in any location other than the Nashville metropolitan area, you must contact Diane Wilson at dwilson@eonetwork.org or 571-527-3653 either before or immediately after submitting the request.
- In the **Request Specific Trainer (Optional)** field, select the name of your preferred trainer. If you have no preference, you may leave this blank, and a trainer will be selected for you based on location and availability.

- Click on the **Training Date** field and select the workshop date from the calendar icon. If your workshop event date is planned within an upcoming 30 day window, you will not be able to select the date from the calendar and must contact Diane Wilson to book the event directly. If your event is at least 30 days out, select the date of your event.
- Read and agree to the *Terms and Conditions* by clicking the checkbox.
- Enter your full name in the **Type Name** field.
- Click the **Submit Training Request** button. You will receive an email notifying you that the request has been submitted, and the request will be processed by EO Global Training Team. Once accepted by the trainer, the Chapter Executive Director, Forum Chair, or Forum Moderator will receive a confirmation email.
- Payment must be collected within 72 hours of the acceptance notification. After payment is collected, the trainer will connect with the Chapter Executive Director or Moderator to finalize details.

PLEASE NOTE:

- *The \$2000 program cost will cover the trainer's fee, travel and one night's hotel accommodations. Hotel booking will be made by the Forum or chapter. The Forum Trainer will invoice the hotel expense with the training invoice. Hotel should be a business hotel; reasonably priced, not to exceed \$200 per/night and the location must be within 1 hour of a major airport.
- Global Forum Workshops are not intervention programs for Forums in crisis.