



# 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](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.

- + **Planning:** Please allow for **4 weeks' advance 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 seminars** deduct two (2) ESH per each request; **financial seminars** deduct three (3) ESH per each request.
- + **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.

## 1. Site information

|   |                                  |
|---|----------------------------------|
| <b>Company name:</b>  | <b>Division</b> (if applicable): |
| <b>Site contact name:</b>   | <b>Phone:</b>                    |
| <b>Email:</b>   | <b>Type of Business:</b>         |
| <b>Business address:</b> <i>*Required field for <u>both</u> onsite and virtual events</i> |                                  |

**2. Delivery method details**

| For ONSITE seminars:  | For VIRTUAL webinars:  |
|---|--|
| <p><b>Address for event(s):</b><br/>Same as business address <input type="checkbox"/></p> <p><b>Confirmation of equipment:</b> Projector <input type="checkbox"/><br/>Computer <input type="checkbox"/></p> <p><b>Additional information:</b><br/><i>(e.g., current issues at the site, room setup, etc.)</i></p> | <p><b>Does the presenter need video capability?</b><br/>Choose one</p> <p><b>Virtual platform (Webex, Zoom, etc.):</b><br/><i>*Note: Technology to support web delivery must be provided and managed by your organization.</i></p> <p><b>Additional information:</b><br/><i>(e.g., audience details, platform specifics, etc.)</i></p> |

**3. 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: Choose one</b> |
| <p><b>Delivery method:</b></p> <p>+ Onsite seminar: <input type="checkbox"/></p> <p>+ Virtual: <input type="checkbox"/></p> <p>+ Onsite with virtual attendees: <input type="checkbox"/></p> | <p><b>Expected # of attendees:</b></p> <p><b>Additional information:</b></p> |                              |

|  |  |                              |
|--|--|------------------------------|
| <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: Choose one</b> |
| <p><b>Delivery method:</b></p> <p>+ Onsite seminar: <input type="checkbox"/></p> <p>+ Virtual: <input type="checkbox"/></p> <p>+ Onsite with virtual attendees: <input type="checkbox"/></p> | <p><b>Expected # of attendees:</b></p> <p><b>Additional information:</b></p> |                              |

|   |                      |   |
|---|----------------------|---|
| <b>3. Session title from catalog:</b>   |                      | <b>Number of sessions:</b>  |
| <b>Session length</b> (see available time frame options for selected topic in the catalog):   |                      |   |
| <b>Date options:</b>  | <b>Time options:</b> | <b>Time zone: Choose one</b>  |
| <b>Delivery method:</b><br>+ Onsite seminar: <input type="checkbox"/><br>+ Virtual: <input type="checkbox"/><br>+ Onsite with virtual attendees: <input type="checkbox"/> |                      | <b>Expected # of attendees:</b><br><br><b>Additional information:</b> |

|   |                      |   |
|---|----------------------|---|
| <b>4. Session title from catalog:</b>   |                      | <b>Number of sessions:</b>  |
| <b>Session length</b> (see available time frame options for selected topic in the catalog):   |                      |   |
| <b>Date options:</b>  | <b>Time options:</b> | <b>Time zone: Choose one</b>  |
| <b>Delivery method:</b><br>+ Onsite seminar: <input type="checkbox"/><br>+ Virtual: <input type="checkbox"/><br>+ Onsite with virtual attendees: <input type="checkbox"/> |                      | <b>Expected # of attendees:</b><br><br><b>Additional information:</b> |

|   |                      |   |
|---|----------------------|---|
| <b>5. Session title from catalog:</b>   |                      | <b>Number of sessions:</b>  |
| <b>Session length</b> (see available time frame options for selected topic in the catalog):   |                      |   |
| <b>Date options:</b>  | <b>Time options:</b> | <b>Time zone: Choose one</b>  |
| <b>Delivery method:</b><br>+ Onsite seminar: <input type="checkbox"/><br>+ Virtual: <input type="checkbox"/><br>+ Onsite with virtual attendees: <input type="checkbox"/> |                      | <b>Expected # of attendees:</b><br><br><b>Additional information:</b> |