

WV Ethics Commission
210 Brooks Street, Ste. 300
Charleston WV 25301
304-558-0664 or 866-558-0664
Fax 304-558-2169

WV ETHICS COMMISSION TRAINING REQUEST FORM

Today's date: _____

Name and title of contact: _____

Organization requesting training: _____

Mailing address: _____

Phone: _____ Alternate phone: _____

Email: _____

Topics requested for training:

Ethics Open Meetings Ethics & Open Meetings

ALJ ALJ & Ethics

Lobbyist (beginners) Lobbyist (advanced)

Training date requested: _____ Alternate date: _____

Preferred start time: _____ a.m. or p.m.

Length of training: 30 minutes 60 minutes

Location of training (complete address and room number)

Parking location for presenter: _____

Approximate number you expect to attend: _____

Is the public invited? Yes No

Audience make up: (select all that apply)

- elected officials
- appointed officials
- public employees
- ALJs
- primarily supervisors/managers
- commission/board members
- lobbyists
- others: _____

Equipment available at location:

	YES	NO
Laptop		
Projector		
Screen		
Microphone		
Display Table		
Flip Chart		
White board		

Specific questions you want presenter to address, or specific provision(s) of the Ethics Act you want presenter to focus on:

If you have spoken to anyone at the Commission about training, please indicate whom and when.

Please submit this completed form to the WV Ethics Commission, Attn: Ellen Briggs, 210 Brooks St., Ste. 300, Charleston, WV 25301 or fax it to 304-558-2169. A member of the Ethics Commission staff will contact you.

If you have any questions, please call Ellen Briggs at 304-558-0664, or toll-free 1-866-558-0664.