



2019 IPEIA Conference & Exposition 23RD IPEIA Conference



IPEIA 2019 Pre-Conference Request Form

Type of Request: Training Workshop Special Meeting

Title:

Company Name:

Contact Name:

Contact Phone #:

Contact Email:

Description:

Pre-Conference Training

Day of Session: Monday, Feb. 25, 2019 Tuesday, Feb. 26, 2019 Both Days

Length of Session:

2 Days (8:00AM - 5:00PM)
\$2000 Charge

1 Day (8:00AM - 5:00PM)
\$1000 Charge

1/2 Day
\$500 Charge

* The IPEIA Pre-Conference Committee will select & finalize all training courses & workshops. If your submission is chosen, we will notify you and secure payment.

** Pre-Conference training rooms are provided with an audio visual cart and a wall projection screen only.
Presenters are required to provide their own projector, laptop and connections.



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Workshops

Workshops ONLY: Wednesday, Feb. 27, 2019 (AM ONLY)

Workshop Length: 1 Hour 2 Hours (Requires Permission)

***Preferred Workshop Time:** 10:00AM 11:00AM

** Workshop rooms come equipped with a monitor display along with HDMI and VGA connection.

*** IPEIA reserves the right to schedule workshops in the most appropriate time slot. ***Presenters are required to provide their own laptop.***

Special Meetings

Day of Meeting: Monday, Feb. 25, 2019 Tuesday, Feb. 26, 2019

Meeting Length:

***Preferred Meeting Time:**

** Special Meeting rooms come equipped with a monitor display along with HDMI and VGA connection. ***Presenters are required to provide their own laptop.***

**We cannot guarantee that a preferred time will be available.*

*** The Banff Centre can provide extra audio visual equipment if requested. Any charges for provided equipment will be invoiced to the presenter/training provider. For a list of The Banff Centre's A/V equipment, please visit this website: http://www.banffcentre.ca/conferences/services/audio_video.asp*

Additional Requirements (please note any additional requirements):



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Upon receipt of this form the training/workshop/meeting will be reviewed by the IPEIA Pre-Conference Sub-Committee for content and relevance to the 2019 IPEIA conference theme, and will contact the requestor of their request acceptance.

By checking the box, our group agrees to be courteous to other groups preceding and following our session. We will respect our approved timeline of our session and ensure that the room is prepared for the next group's event.

Print Name:

Date:

**All Pre-Conference Workshops/Training/Meetings will be posted on the IPEIA website: ipeia.com
Submit completed form to admin@ipeia.com by December 15, 2018**