March 1 - 5, 2021   Banff, Alberta, Canada

IPEIA 2021 Pre-Conference Training Request Form

All Pre-Conference Training requests to be submitted to admin@ipeia.com

Deadline for submission: November 1, 2020

NOTE: The previously categorized "Workshop" events held on Wednesday are now part of the category "Training Courses" and must be applied for using this form. They continue to be scheduled for Wednesday (10:00 - 12:00).

General Information

Title of Course:			
Company Name:		**Contact Name:**	
Contact Phone #		**Contact Email:**	

Description:

Is your organization able to host the training in a virtual forum:

   Yes   No   Comment:

Training Course Request

Day		Clear Day Selection
Monday, March 1	**Full Day**	
	08:00 - 17:00	AM: 08:00 - 12:00 PM: 13:00 - 17:00
Tuesday, March 2	**Full Day**	**Half Day**
	08:00 - 17:00	AM: 08:00 - 12:00 PM: 13:00 - 17:00
Monday & Tuesday, March 1 - 2	**Two Days** (08:00 - 17:00)	
Wednesday, March 3[1] (Formerly workshops)	**One Hour** **10:00** **11:00**	**Two Hours** **10:00 - 12:00**

Additional requirements/notes:

Cost Structure

Monday, March 1 - Tuesday, March 2	
2 Day Session	Room Charge $2000 for two full days.[3] Per-person fee of $35.00 to cover lunch and refreshment break.[4] Notes (1) (2) (5)
1 Day Session	Room Charge $1000 for one full day.[3] Per-person fee of $35.00 to cover lunch and refreshment break.[4] Notes (1) (2) (5)
1/2 Day Session	Room Charge $650 for Half Day Notes: (1) (2) (3) (5) (6)
Wednesday, March 3 (Previously "Workshop")	
1 Hour Session	Room Charge of $200
2 Hour Session	Room Charge of $300

Notes:

(1) Training is approved on a first-come basis. IPEIA Pre-Con committee reserves the right to approve training vendors based on anticipated relevancy and demand.

(2) Additional charges will apply for room capacity requests exceeding 70 attendees.

(3) Room fee to be paid in full prior to December 1, 2020.

(4) Per-person fees to be paid in full prior to February 15, 2021.

(5) Cancellations following February 15, 2021 will not be refunded.

(6) No lunch provided for ½ day Training Courses.

(7) In the event 2021 conference training is hosted virtually, an alternate cost structure will be provided.

What is included:

• All rooms are equipped with a monitor display along with HDMI and VGA connection.

• Morning and afternoon refreshment breaks provided for Full Day, Two Day, and Half Day Training Courses.

• Presenters are required to bring their own laptops and presentation format.

• The Banff Centre can provide extra audio visual equipment if requested. Any charges for provided equipment will be invoiced to the training provider/presenter.

• For a list of The Banff Centre's A/V equipment, please visit https://www.banffcentre.ca/creative-technical-services

For questions, contact conferencemanager@ipeia.com