



THE UNIVERSITY OF ARIZONA

Office of the
General Counsel

REQUEST A WORKSHOP OR TRAINING

Contact and Department Information:

Requestor's Name and Title:

Department Name:

Telephone Number:

E-mail Address:

Workshop or Training Requested:

Public Training

Conference/Speaker Presentation

Private In-Service Workshop

Other: Please explain

Details of Workshop or Training You'd Like OGC to Provide:

Participant Information:

How many participants do you expect to attend?

What are the professional roles of the expected participants?

Preferred Dates:

Please choose the month you would prefer to hold the workshop or training:

(To assist in our planning, the earliest date should ideally be at least 30 days from the date of request.)

Departmental Approval:

Departmental administrator name and title (printed): _____

Signature: _____ Date: _____

Instructions:

- 1) Complete form, including Departmental administrator's signature.
- 2) Submit completed request form to the Office of the General Counsel via e-mail at OGC-Info@email.arizona.edu.