

Videoconference Customer Workshop Announcement Form

Name of Workshop:

Description of Workshop:

Target Audience:

Date(s) and Time(s):

Broadcast Location:

Presenter/Trainer/Speaker Name:

Brief Speaker Bio (optional):

Broadcast Coordinator Name:

Contact Info for RSVP's:

Closing Date for RSVPs:



As the Center Director/Manager I personally reviewed the workshop presentation on _____ and can attest to the quality of the presentation.

The workshop has been positively reviewed by the following staff:

The workshop has received positive customer feedback as evidenced by:

The workshop has had a videoconference "trial-run" on _____ with _____

The workshop will have a videoconference "trial-run" on _____ with _____

Note: Please be sure to complete the bottom portion of this form prior to submission. Press Submit when you are finished and provide your name and email. Thank you. Requests will be sent to labor.sm.wdtd.Employment & Workforce News