

WV Ethics Commission
210 Brooks Street, Suite 300
Charleston WV 25301
(304)558-0664 or (866)558-0664
Fax (304)558-2169
Email Ellen.M.Briggs@wv.gov

WV Ethics Commission Training Request Form

Today's date: _____

Organization requesting training: _____

Name and title of contact: _____

Mailing address: _____

Phone: _____ Alternate phone: _____

Email: _____

Topics requested for training:

Ethics Open Meetings Ethics & Open Meetings

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 of attendees: _____

Is the public invited? Yes No

Audience make up:

- elected officials
- appointed officials
- public employees
- supervisors/managers
- commission/board members
- other: _____

Equipment available at location:

	YES	NO
Laptop	<input type="checkbox"/>	<input type="checkbox"/>
Projector	<input type="checkbox"/>	<input type="checkbox"/>
Screen	<input type="checkbox"/>	<input type="checkbox"/>
Microphone	<input type="checkbox"/>	<input type="checkbox"/>
Podium	<input type="checkbox"/>	<input type="checkbox"/>

Specific questions you want presenter to address:

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

Submit completed form to:

WV Ethics Commission
Attention: Ellen Briggs
210 Brooks St., Suite 300
Charleston, WV 25301

Or scan and email to: Ellen.M.Briggs@wv.gov

Or fax to (304)558-2169.