



West Virginia Ethics Commission

210 Brooks Street, Suite 300
Charleston, West Virginia 25301
(304)558-0664 or (866)558-0664
Email: ethics@wv.gov

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

Virtual training: ☐ yes ☐ no **OR** In-person training: ☐ yes ☐ no

Location of in-person 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:

West Virginia Ethics Commission
210 Brooks Street, Suite 300
Charleston, WV 25301

Or email to: ethics@wv.gov