



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 | | |
| Projector | | |
| Screen | | |
| Microphone | | |
| Podium | | |

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
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