



3. Virtual Event Specifics

a. Who will provide the platform for this Virtual Event?  SSC, LLC via Zoom  Client Via \_\_\_\_\_

b. Who will provide the Moderator for this Virtual Event?  SSC, LLC (Zoom)  Client

Moderator responsibilities include the following:

- o Work with Trainer to review presentation and interactive tools to determine who will perform what tasks prior to training
- o Troubleshoot any attendee login issues during the virtual event
- o Monitor and respond to any issues in Chat during the virtual event
- o Manages Q&A
- o Arrange for breakout sessions of the attendees if needed during the virtual event
- o Conduct any poll, whiteboard or other tool features as part of the virtual event

It is important to have a skilled Moderator as part of any virtual training so that the Trainer may focus on presenting the material while the Moderator manages the logistics.

c. Who is primary day of event contact for Trainer to contact the day(s) of the event in case Trainer needs to notify someone of last-minute changes?

Name: \_\_\_\_\_

Contact Person's Cell (do not provide office #): \_\_\_\_\_

d. **Invite and Handouts** - It is the responsibility of the Client to distribute the Virtual Training invite to attendees and manage the registrations. In addition, Trainer may also provide handouts and information that will need to be distributed to attendees prior to the training. Please indicate who will be performing this task:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Date this information needed: \_\_\_\_\_

e. **Curricula Material** - For curricula specific trainings each person who will be facilitating the program will need a facilitator guide for the virtual training. Other attendees will need a copy of the workbook. It is important to allow adequate time for materials to be delivered to Client, and then distributed to attendees of the training in time for them to review the materials prior to the training. Please order a minimum of 45 days prior to your first training date. You may order online at [www.stephaniecovington.com](http://www.stephaniecovington.com) and going to the "Books and Curricula" page. You may also find our Book Order Form on the "Forms" page.

Will you be placing an order for materials?  Yes  No

If you would like us to send you a copy of our Book Order Form, please indicate an email address below:

\_\_\_\_\_

f. **Attendee List** - Please provide a listing of all attendees including their names, titles and email addresses to Trainer. This information needs to be provided to the Trainer no **less than one week prior** to the virtual event. This information will be used in order to create groups for any breakout rooms as part of the virtual training.

Is the attendee role important to consider when creating groups? If so, roles need to be incorporated on the participant list. For instance, does supervisor and subordinate relationship need to be considered? Is gender of the attendee a consideration? Please provide any information that should be considered:

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**4. Confirmation of Honorarium and Reimbursement**

a. The honorarium for this event will be: \$ \_\_\_\_\_ (payable in US Funds and drawn from US bank)

b. Indicate if there is any additional fee for services that SSC, LLC will be providing:

Virtual Platform: \$ \_\_\_\_\_

Moderator: \$ \_\_\_\_\_

c. Provide the full address and contact name where the final invoice should be submitted:

Organization Name: \_\_\_\_\_

Accounts Payable Contact Name: \_\_\_\_\_

Address (including zip code): \_\_\_\_\_

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d. Please add any additional instructions regarding reimbursement, if needed:

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**5 Additional Information**

Please provide any additional information regarding your event that has not been addressed above.

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