



Insurance Toolkit Seminar Requests

Location of Training Course _____

The following is a guide to scheduling an Insurance Toolkit seminar.

1. Name of your Organization: _____

2. Contact Name, Telephone Number and Email:

3. The seminar will be presented in which area of Alberta?
North East Alberta Red Deer and Area South East Alberta
North West Alberta Calgary and Area
Edmonton and Area South West Alberta

4. Dates for seminar: Choice (1) _____ Choice (2) _____ Choice (3) _____

5. Preferred time for session?
Morning/Breakfast Afternoon
Lunch hour Evening

6. How long would you like the seminar to run (time length):
2 Hours 3 Hours

7. How many people are expected for this seminar:
5-10 Over 20
10-15

8. Registration will be guaranteed by: _____ (date)

9. What are some of the areas of insurance that you would like have discussed:
Automobile (owned and non owned coverage) Employers Liability
Business interruption Event Insurance
Commercial general liability Machinery breakdown
Crime Malpractice liability
Directors and officers (D&O) Property insurance
Professional liability Tenants legal liability
Other _____

10. Address of the location of your seminar:

11. Equipment Requirements:

12. Do you need advertisements, a FAQ sheet or links to promote registration for your seminar? _____

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