

Please fill out this form and return to:

Maria Paterson, email NaomiFeilWorkshops@vfvalidation.org

Today's Date: _____ Workshop Date(s): _____

Name of Sponsor: _____

Address of Sponsor: _____

Contact Name: _____

Work Telephone: _____

Home Telephone: _____ (in case of emergency only)

Contract signed and returned

(please remember that the fee and travel costs should be paid to Mrs. Feil in a US Dollar bank check or cash, no later than the day of the workshop)

Travel arrangements to and from your city:

Pick-up from airport/train station by _____ (name/cell phone #)

Drop-off at airport/train station by _____ (name/cell phone #)

Brought to and from the workshop site by _____ (name/cell phone #)

Name of Hotel: _____

Address of Hotel: _____

Telephone of Hotel: _____

Reservations made for the nights of: _____ Confirmation#: _____

Description of workshop sent to Maria Paterson (1 month prior to workshop

DVDs to be used in workshop

Naomi Feil needs to provide the DVD Sponsor has the necessary DVD

AV Technician to run PowerPoint and DVDs _____ (name/cell phone #)

Titles: _____

Translator: _____ N/A (name)

Naomi Feil will give her workshop in ENGLISH or GERMAN

Check availability of:

large screen and DVD player- (not a computer)

computer with power point pre-loaded

cordless microphone

card-size table in front

_____ **Expected number of participants**

Arrangements made to have (____ qty) the book, "Validation" by Naomi Feil, available during the workshop