



Facility Name:

Address:

City, State & Zip:

Phone:

Website Address:

Email:

### QUESTIONNAIRE

Thank you for the interest you have expressed in hosting a Northeast Seminar. By answering the following questions we can determine which seminars your facility is best equipped to host.

- 1.) Which seminar topic is of most interest to your facility?
- 2.) How many people at your facility would be interested in attending these seminars?
- 3.) What 2 consecutive days would be the best for your facility to host a seminar (for example; Friday/Saturday, Saturday/Sunday)?
- 4.) Is it possible to do a 3-day course at your facility and if so, list which days of the week are available - (for example; Friday / Saturday / Sunday or Saturday / Sunday / Monday or any day is good)
- 5.) What dates do you have available to host this course? Please list specific dates.
- 6.) Does your facility have a room with adequate space for a seminar?
  - a) Please give us dimensions (length & width) of the room that you would use:
  - b) Can the meeting space be dimmed for audiovisual?
- 7.) What is the closest airport to you and how far is it from your facility?
- 8.) Please list any hotels, including phone numbers, which are near your facility and the distance of them from your facility.

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