



# FPPC WORKSHOP REQUEST FORM

Education and External Affairs Unit, Legal Division

To request a seminar please complete the form below, save it in PDF format, and email it to: [seminars@fppc.ca.gov](mailto:seminars@fppc.ca.gov). Though we attempt to accommodate all requests, completion of this form does not guarantee that we will be able to fulfill your request. Please contact us at the email address above if you have further questions. Thank you for your interest in FPPC training!

## CONTACT INFORMATION

Name:

Agency:

Address:

Phone Number:

Email:

If the contact person at the workshop is different than the contact noted above, please provide:

On-site Contact:

Contact Phone Number:

## WORKSHOP TOPIC

Please select one topic category from the checkboxes and the desired training topic from the dropdown.

Trainings for Filing Officers:

Trainings for Filers/Committees:

Workshop Date 1st Choice:

Desired Workshop Time:

Workshop Date 2nd Choice:

Other:

If you have additional information you would like to include regarding your workshop request, please complete the Workshop Information field on the next page of this form. For more information and descriptions of these training topics, please check out the [FPPC's website](https://www.fppc.ca.gov)!

## WORKSHOP LOCATION

Venue:

Address:

Location/Room:

Room Capacity:

# of expected attendees\*:

\*Fewer than 25 attendees could result in the cancellation of a scheduled workshop.

Can agency pay for travel and related expenses\*\* to bring FPPC staff to workshop? Yes No

\*\*Effective December 12, 2023, the California Department of Finance issued a [budget letter](#) instructing state agencies to take immediate action to reduce expenditures, including ceasing all non-essential travel, such as participation in seminars and conferences for the remainder of the fiscal year. Therefore, the FPPC may be limited in its ability to travel and provide in-person workshops.

## WORKSHOP EQUIPMENT

Can you provide:

Laptop? Yes No Microphone? Yes No Projector? (required if FPPC travels by air to location) Yes No

Can you receive an emailed PowerPoint presentation and make copies for attendees? Yes No

Will technical staff be available during the workshop to ensure that equipment is working properly? Yes No

## WORKSHOP INFORMATION

Is there any additional information you would like to share about your workshop request?

Please note that the FPPC does not permit the recording of our workshops and webinars. The FPPC has prerecorded [YouTube tutorials](#) that can be accessed online.