

American Public Power Association In-House Request Form

Thank you for your interest in APPA's in-house training! Please fill in as much of this form as possible, to help us provide you with a preliminary cost estimate and detailed course information. Once you decide to move forward with a class, we'll set up a call to between you, the instructor, and APPA to discuss these details in more depth.

Submit via email to: educationinfo@publicpower.org

Host Information

Organization Name

Primary Contact

Name

Job Title

Email

Office Phone

Cell phone

Training Needs

Course title

(choose from our current catalog)

Custom course request

Please provide details on specific topics you're looking for.

Estimated group size

What are your training goals?

Timings

Option 1

Option 2

Option 2

Preferred timeframe

Please provide a date range or specific dates.

Preferred training days

Monday - Friday

Preferred start, lunch and end times

Training Location

Will training be offered onsite at your facility or offsite at a hotel or other meeting space?

Street address where training will be held

Training room name

Attendees

Registration: Will training be open only to internal employees or are you interested in partnering with nearby public power utilities to increase attendance and share costs?

Audience makeup (job responsibilities/department, background knowledge—entry level or experienced, etc.)

Training Room

Briefly describe the type of training room (type: boardroom, training facility, and maximum attendance capacity).

AV capabilities (instructors require an LCD projector, screen, flipchart or whiteboard with markers, a mic depending on room size, internet access, and occasionally sound for videos)

Existing room set-up and potential flexibility on room arrangement (e.g., Roundtables, U shape, etc.)

On-site Logistics

Logistics contact

Name

Cell

Street address for shipping training materials:

Email

Recommended hotels for instructor

Nearest airport

Transportation options: Taxis, ride shares (Uber/Lyft), or is a rental car necessary?

Information on parking, arriving, and checking in on the first day of training

Other Comments/Requests:

Questions?

Contact EducationInfo@PublicPower.org or call 202/467-2921

[Submit via email to: educationinfo@publicpower.org](mailto:educationinfo@publicpower.org)