**WEFTEC® 2023 WORKSHOP FACILIATOR CONFIRMATION FORM**

Each facilitator/speaker should complete one copy of this form. By completing this form you acknowledge that you have been contacted by the workshop chair and have agreed to participate in the proposed workshop should it be selected.

*Note: Everyone will be asked to reconfirm their participation at a later date.*

TITLE OF WORKSHOP:

WORKSHOP CHAIR:

PLEASE TYPE OR PRINT CLEARLY

NAME:

ADDRESS:

PHONE:

E-MAIL:

I have been contacted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I agree to participate in the workshop listed below if it is approved for presentation at WEFTEC 2023, in Chicago, IL. I also understand that I will be ***required*** to prepare items to be included in the workbooks which are due well ahead of the meeting for the workshop and if I don’t meet this requirement I may be removed from the program. I also understand that travel and hotel expenses are my own responsibility, but WEF will waive the registration fee for the workshop (no other WEFTEC fees).

* I have been invited to participate as a facilitator/speaker in the proposed workshop listed above
* I am listed as the chair of the proposed workshop listed above
* This is the only workshop proposal I am participating in

SIGNATURE:

Please return this form to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_