

Hosting an "ADHD and the T.O.V.A." Workshop in Your Community

Would you like a T.O.V.A. workshop in your community? You can have your own private workshop or be a host facility.

T.O.V.A. Workshops are typically 9:00-5:00 with 1 hour for lunch and two breaks of 15 minutes each and provide 6.5 CE credits (approved by the American Psychological Association).

Host your own Private workshop: One of the benefits of hosting a workshop is the opportunity to work with the presenter prior to the workshop to ensure that you receive exactly the training that you are looking for- anything from a basic overview presentation to a full day advanced interpretation workshop. (Availability of CE credits depends on workshop content.)

Your fee: \$1500* + \$15* materials fee per attendee, and you may invite as many participants as you can accommodate.

You provide:

A suitable conference room with a screen or wall for projecting slides.

A contact person who can provide us with nearby hotel, airport, and restaurant information.

The names and degrees of your attendees **ten** days before the workshop if 'Attendance Certificates' and APA CE credit materials for psychologists are expected.

Food: AM - Continental breakfast (Fruit, pastries, coffee, juice, tea, water)

PM – Snack (cookies/brownies/snack, fruit, coffee, soda, tea, juice, water)

We provide:

The speaker

Hotel, airfare, meals, and local transportation for the speaker

Projector

Workshop handouts/materials

Flyer with workshop format and schedule for your use to advertise the workshop.

**50% will be billed and due to reserve/schedule workshop and remaining balance will be billed and due after to include final headcount. These are domestic US prices only. International workshops extra, call for quote.*

OR, Be a Host Facility and attend the workshop for FREE...

Facility Hosts provide the use of a suitable conference room (with a screen or wall for projecting slides) for one of our regional workshops in exchange for up to **three** free attendee registrations (normally \$150 each). A contact person is needed for area assistance and a final list of in-house attendees 1 week prior to workshop. No other fees necessary. Minimum attendance required. If you are interested in being a Facility Host, please contact us.

For additional information, or to schedule a workshop, please call 1-800-PAY-ATTN (729-2886) or 1-562-594-7700 or email info@tovatest.com.

Host a TOVA Workshop Request for SERIAL # _____

MAIL FORM TO:
The TOVA Company
3321 Cerritos Ave
LOS ALAMITOS, CA 90720

FAX FORM TO:
(800) 452-6919 OR
(562) 594-7770

OR CALL FOR ASSISTANCE:
(800) 729-2886 OR
(562) 594-7700

E-MAIL: info@tovatest.com

HOST INFORMATION

I want to host PRIVATE T.O.V.A. workshop. Host provides:

\$1500* + \$15* materials fee per attendee. You may invite as many participants as you can accommodate. A final list of names with degrees of all attendees must be submitted TEN days before workshop.

**50% will be billed and due to reserve/schedule workshop and remaining balance will be billed and due after to include final headcount. These are domestic US prices only. International workshops extra, call for quote.*

PLEASE INDICATE YOUR METHOD OF PAYMENT: (PLEASE CHECK ONE): CHECK OR MONEY ORDER, PAYABLE TO **The TOVA Company**;

PURCHASE ORDER P.O. # _____; Paypal: ID/Username: _____;
 Visa MasterCard Discover Card American Express

Card Holder Name: _____

Cardholder Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Card #: _____

Expiration Date: MO _____ YR _____

Card Verification Number (3 digit number off back of card or 4 digit number printed on the front): _____

Cardholder Signature: _____

I would like to offer a HOST FACILITY for a public T.O.V.A. workshop. Host Facility provides:

Suitable conference room (with a screen or wall for projecting slides, table(s) and chairs). Host facility receives up to THREE FREE workshop registrations (\$450 value).

Authorized Signature

Date

FACILITY INFORMATION

ON SITE CONTACT NAME(S): _____

FACILITY/LOCATION NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL(S) _____

Is the facility is available from 8:00am – 5:30pm? _____

How many participants can it accommodate (in a classroom type setup – table & chairs)? _____

Is there a blank wall or screen to use with a slide projector? _____

Are there restaurants within walking distance of facility? _____

Is the facility wheelchair/handicap accessible? _____

Distance to restrooms? _____

What kind of parking is available? _____

Special information about facility? _____

Nearest Airport(s): _____

Nearest Hotel(s): _____

DATE PREFERENCE

Date Options: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

4th Choice: _____ 5th Choice: _____ 6th Choice: _____