

## 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:** \$2000\* + \$15\* materials fee per attendee, and you may invite up to 40 participants.

### **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

Custom flyer with workshop format and schedule.

*\*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](mailto: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](mailto:info@tovatest.com)

**HOST INFORMATION**

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

\$2000\* + \$15\* materials fee per attendee. You may invite as many participants as you can accommodate (up to 40). 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). Minimum attendance required.

\_\_\_\_\_  
**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:** 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_ 3<sup>rd</sup> Choice: \_\_\_\_\_

4<sup>th</sup> Choice: \_\_\_\_\_ 5<sup>th</sup> Choice: \_\_\_\_\_ 6<sup>th</sup> Choice: \_\_\_\_\_