

## Forum Training Program Contract: In-person or Virtual

This contract is the first step towards securing a booking for a Forum Training program with EO.  
**This must be submitted 30 days or more prior to the desired training date for all in-person trainings. This must be submitted 14 days or more prior to the desired training date for all virtual trainings.** Upon receipt of this **contract AND credit card information**, a trainer will be secured.

By signing this contract, my chapter agrees to the following terms and conditions:

1) Attendance & Timing

- a. My chapter will provide **no fewer than 6 and no more than 10 members** for training.
- b. My chapter agrees to support and encourage online registration.
- c. EO reserves the right to cancel the training if there are fewer than 6 registrants 14 days prior to the event.
- d. An in-person Forum Training is a 9 hour training including a one hour lunch break.
- e. A virtual Forum Training is 6 to 8 hour training including a few 5 to 15 breaks, and lunch break

2) Financial Obligation in-person

- a. My Forum/Chapter agrees to cover all travel expenses of the Facilitator, these expenses will be paid directly to the Facilitator by the Chapter/Forum within 14 days. Please refer to the Forum Program cost sheet for trainer expense guidelines
- b. There will be no charge to my chapter for each member participant who has the Forum Training Credit from their new member initiation fee.
- c. My chapter agrees to cover all expenses related to the venue, food, and beverage without reimbursement.
- d. **All participants must be in person.**
- e. All spouses are free in FTPs through **30 June 2021**.
- f. All non-members (other than spouses) will be paid for by my chapter at a cost of **US\$250** per person.
- g. In addition, for every empty seat below 6, my chapter will pay **US\$250** per empty seat.
- h. In the event that my chapter doesn't meet the 6 person minimum, has KEs or SAPs in attendance, my Chapter understands that an invoice will be provided to make payment.
- i. My Chapter will have 72 hours to make payment.
- j. EO will pay the Facilitator fee.

3) Financial Obligation- Virtual

- a. There will be no charge to my chapter for each member participant who has the Forum Training Credit from their new member initiation fee.
- b. All spouses are free in FTPs through **30 June 2021**.
- c. All non-members (other than spouses) will be paid for by my chapter at a cost of **US\$250** per person.
- d. In addition, for every empty seat below 6, my chapter will pay **US\$250** per empty seat.
- e. In the event that my chapter doesn't meet the 6 person minimum, has KEs or SAPs in attendance, my Chapter understand that an invoice will be provided to make payment.
- f. My Chapter will have 72 hours to make payment.
- g. **All participants must participate virtually in a quiet space from their own devices.**
- h. EO will pay the Facilitator fee.

4) Chapter Responsibilities

- a. My chapter will report the names of all training participants to the facilitator within one week of the training.
- b. **No hybrid trainings** - participants must be either all in person or all virtual.
- c. Once training is confirmed for virtual a switch to in person is not allowed.
- d. In person trainings can be converted to virtual if the ability to travel or restrictions on gatherings change. The chapter will be responsible for any cancelation fees related to venue, food and

beverage.

e. **In person training criteria:**

**1. National Level: the borders to that country are currently open to minimum of 85% of attendees**

**2. Municipal Level: current laws/bylaws/rules allow for in person gatherings of that size.**

f. **Only in-person** - My chapter agrees to provide a venue for the program.

g. **Only in-person** - The host chapter agrees to provide onsite staffing support as needed for registration and logistics.

5) Cancellation/Rescheduling Policy

a. Once a contract is submitted, my chapter has 2 days (48 hours) from the time the contract was submitted to cancel or change the booking. After 48 hours, cancellation fees apply. This applies to both in-person and virtual

b. If my chapter decides to reschedule or cancel the training **after** the 48 hour grace period, my chapter agrees to absorb **any** associated expenses already incurred in booking this training with a facilitator, facilitator travel fees, reserving a training venue, etc. A \$1500 cancellation fee will be charged as part of the expenses for all cancellations made 14 or fewer days before the training date. This applies to both in-person and virtual trainings.

Sign here X \_\_\_\_\_