

## Moderator 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.**

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 12 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 Moderator Training is a 9 hour training, including a one hour lunch break.
- e. Virtual Moderator Training is a 7-to-8-hour training. The facilitator will let participants know when and how many breaks will happen.

### 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. My chapter agrees to cover all expenses related to the venue, food, and beverage without reimbursement.
- c. **All participants must be in person.**
- d. EO will pay the facilitator fee.

### 3) Financial Obligation - Virtual

- a. **All participants must participate virtually in a quiet space from their own devices.**
- b. 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 cancellation 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. After submitting a contract, my chapter has a 48-hour window to cancel or modify the booking without incurring any charges. Beyond this initial grace period, cancellation fees will apply. This policy is applicable to both in-person and virtual events.
- b. Should my chapter choose to reschedule or cancel the training after the initial 48-hour grace period, my chapter agrees to cover any expenses already incurred, including the facilitator's booking, facilitator travel expenses, venue reservations, and related costs.
- c. For all in-person and virtual trainings, a cancellation fee of \$1500 will be imposed for cancellations made within 14 days or fewer before the scheduled training date.

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