Division of
INTERNATIONAL
SERVICES

Request for DIS Training/Exhibit

Thank you for requesting a trainer/exhibitor from the Division of International Services (DIS). In order to facilitate review of your request, please complete this questionnaire. Please submit this form at least four (4) weeks in advance of the proposed date of the event. The DIS will strive to honor the requested date, but may need to propose an alternate date if conflicts arise.

SPECIAL NOTE: Due to the time needed to prepare for our annual Immigration Conference, the DIS will be unable to provide customized training from April 1 to May 31. However, we encourage your attendance at our annual conference, as most sessions should meet your needs.

Name of requestor:

Position/Title of requestor:

Institute/Center:

Today's date:

Please provide the following information about the training or event:

1) Type of event (specify if you are requesting a DIS trainer or exhibitor for the event):

2) Purpose of request (specify the elements you would like for DIS to cover):

3) Location of event (include address, building and room number):

4) Anticipated number of attendees:

5) Type of attendees (e.g. Visiting Fellows, FTEs, Administrative Officers, Principle Investigators, etc.):

6) Date(s) of event:

7) Time(s) of event (specify begin and end times, e.g. 4:00 PM - 5:00 PM, or number of hours allotted):

Additional requests / comments:

Please provide us with a contact within your IC in charge of coordinating this training or event request:

Name:

Title:

Phone number:

Building/Room number:

Email address:

Email **OR** Fax form to:

The Customer Service Team
Division of International Services/ORS
(301) 496-6166
Fax (301) 496-0847
dis@mail.nih.gov

For DIS Use Only:
Request Number:
Reviewed:
Approved:
Assigned:
[Name(s)]