



# GCP PREP & REVIEW COURSE – HOSTING REQUEST FORM

COURSE DATE REQUESTED

EXAM DATE & TIME

---

LOCATION REQUESTED (CITY/STATE)

HOSTED BY

---

ROOM NAME & LOCATION (FLOOR/BLDG)

MAXIMUM ROOM CAPACITY

---

FACILITY NAME

---

ADDRESS

---

CITY

STATE

---

FACILITY PHONE

SECURITY PHONE NUMBER OF FACILITY

---

WEB ADDRESS (FOR FACILITY)

---

PREFERRED HOTEL

PHONE NUMBER

---

ADDRESS

---

PREFERRED AIRPORT

---

PARKING/OTHER TRANSPORTATION INFORMATION

---

ON-SITE CONTACT NAME (PRINTED)\*

EMAIL

---

PHONE

CELL

---



## GCP PREP & REVIEW COURSE – HOSTING REQUEST FORM

### I UNDERSTAND AND AGREE TO THE FOLLOWING STIPULATIONS:

- A minimum of twenty (20) Prep Course participants and a minimum of twenty (20) exam participants must be guaranteed to schedule the prep course and exam. Please select the course and exam dates at least four (4) months prior to secure an instructor and to assure the receipt of payment and completed applications no less than six (6) weeks prior to the exam date.
- The host agrees to guarantee payment of Two Hundred Ninety-Five Dollars (\$295.00) per attendee if less than the minimum of twenty (20) attendees register for the Prep course, payable within thirty (30) days of receipt of invoice.
- SOCRA will advertise this course and exam on its website and in the SOCRA Source journal once the course and exam has been confirmed by the SOCRA office.
- The on-site will be responsible for securing a quiet room set two (2) attendees per six (6) ft table for a minimum of twenty-five (25) participants.
- The host is to provide an LCD projector, lap top computer installed with Microsoft Word and PowerPoint, a registration area, and a person to assist the instructor the day of the course with registration, and handouts
- The host will provide continental breakfast, lunch, and two(2) breaks for course attendees
- SOCRA will reimburse the costs for continental breakfast, lunch, and two (2) breaks for up to Fifty-Five Dollars (\$55.00) per attendee within thirty (30) calendar days of receipt of the invoice.
- The on-site will ensure all unused course materials and course evaluations are sent to the SOCRA office no later than two (2) business days following the course.
- SOCRA will supply the instructor and facilitator for the exam, as well as pay for the instructor and facilitator's travel and hotel.
- The on-site is responsible for filling out and submitting the CCRP Exam Hosting Request Form in addition to this GCP Prep & Review Hosting Form

**COVID UPDATE-** By signing below you are assuring that all necessary precautions are being met in accordance with the Federal, State and Local COVID-19 guidelines. Hosting the prep-course and exam, you and any volunteers assume all risks related to exposure to COVID-19 and agree not to hold SOCRA or any of their affiliates, directors, employees, or volunteers liable for any illness or injury.

### I AGREE TO ALL THE CONDITIONS STATED ABOVE

---

**PEN OR ELECTRONIC SIGNATURE**

---

<b>PRINTED NAME</b>	<b>DATE</b>
<b>TITLE</b>	<b>COMPANY</b>
<b>PHONE</b>	<b>EMAIL</b>

---