

# WORKSHOP REGISTRATION FORM

## 1. Basic Information

Workshop Title \_\_\_\_\_

Workshop Location \_\_\_\_\_

Workshop Date \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Prefix (Mr./Ms./Dr...) \_\_\_\_\_

Name as you would like it to appear on certificate \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

## 2. Some More Details

How did you hear about this workshop?

- Announcement mailing
- HQ office informed me
- Informed by colleague
- Notified by USAID
- Other:

## WORKSHOP REGISTRATION FORM

Please list an suggestions for agenda items:

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Please briefly describe your job responsibilities:

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I am planning to pay by:

- Wire  
 Check

Would you prefer a Vegetarian Meal:

- Yes  
 No

**3. Are there other people that we should send this workshop announcement to?**

**Please list name and email here:**

First Name

Last Name

Email

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**4. Review and Submit:**

\*Please review and print a copy for yourself before sending form out.