

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for Customized DIS Training

Thank you for your interest in a customized training session or exhibit from the Division of International Services (DIS). Please complete this questionnaire and submit it to DIS at least four (4) weeks in advance of the proposed date of the event. DIS will strive to honor the requested date, but may need to propose an alternate date in case of scheduling conflicts.

SPECIAL NOTE: Due to the time needed to prepare for our annual Immigration Conference, DIS will be unable to provide customized training from April 1 to May 31. However, we encourage your attendance at our annual conference, as the offered sessions will provide helpful immigration-related support. Additionally, we provide Immigration Basics training and B-1 Delegate training on a quarterly basis.

Requestor Name: _____

Requestor Position/Title: _____

Institute/Center: _____

Today's Date (Month/Day/Year): _____

Please provide the following information about the training or event:

1. Type of event (training, exhibit, etc.):

2. Purpose of request (topics you would like addressed):

3. Location of event (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, or number of hours allotted):

8. Additional requests / comments:

Please provide us with a contact in your IC who will be in charge of coordinating this event:

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: _____