Training and Travel Request Form

<u>Contact Information</u>

1. Name of entity or conference requesting training:

2. Point of contact name:

3. Point of contact Information (Email/Phone Number):

<u>Training Information</u>

4. Requested training topic. Review and consider requesting an existing training through the [link to the Access Board's archived webinars/topics](#).
   Select one or more of the following topics:
   a. Architectural Barriers Act (ABA) Accessibility Standards for Federal Facilities
   b. Americans with Disabilities Act (ADA) Accessibility Standards
      i. Title II—State and Local Government Facilities
      ii. Title III—Public Accommodations and Commercial Facilities
   c. Public Right-of-Way Accessibility Guidelines (PROWAG)
   d. Information and Communication Technology (ICT) Accessibility 508 Standards
   e. ADA Accessibility Guidelines for Transportation Vehicles
   f. Proposed ADA Passenger Vessels Accessibility Guidelines (PVAG)
   g. Accessibility Standards for Medical Diagnostic Equipment (MDE)
   h. Other:
   i. Specific Topic (e.g., Toilet Rooms):

5. Level of training content to be delivered:
   a. <u>Introductory</u> (This content level is designed for those with little to no prior experience in the subject area, providing foundational knowledge and skills).

   b. <u>Intermediate</u> (This content level assumes some familiarity with the basic literature and experience in professional practice, requiring more advanced knowledge and skills).

   c. <u>Advanced</u> (This content level assumes established experience, knowledge, and skill, focusing on comprehension of current literature and the synthesis and application of information to advance current practices).

<u>Logistics</u>

6. What is the preferred date range and time of day for training (include time zone if not ET):

7. Training Duration:

    Presentation Time:

    Questions and Answers Time:

8. Who is the intended audience for this training (Select all that apply):

    a. Federal Government
    b. State/Local/Municipal Government
    c. Private Entity
    d. Non-profit Organization
    e. Members of the Public Other: _____

9. Estimated number of expected attendees:

10. Types of professions in the audience: (Select all that apply)
    a. ADA Coordinator/ Accessibility Specialist
    b. Building Official/ Code development or enforcement
    c. Construction manager/professional
    d. Design Professional (e.g., architect, engineer, Interior Designer)
    e. Manufacturer/ Vendor
    f. Information and Communication Technology Professionals (e.g., 508 coordinators, web, and software developers, etc.)
    g. Public engagement professionals (e.g., communication or public relations, etc.)
    h. Other (Please specify)

11. What is the knowledge/proficiency level and/or accessibility experience of the expected audience? (Select all that apply)
    a. Beginner
    b. Intermediate
    c. Experienced
    d. Expert

12. Is there a registration fee for a presenter?
   a. Yes, Add cost for presenter
   b. No

13. Type of training:
   a. Virtual
   b. In-person
   c. Hybrid of both In-person and virtual

14. Is travel required outside of the Washington, D.C. Area?
   a. Yes, location/address:
   b. No

15. Is the requesting entity offering to cover any of the following costs? (*Note*: The Access Board is prohibited from accepting reimbursement for costs; only in-kind costs are permitted)
   a. No costs covered
   b. Transportation (e.g., airfare, ground transportation parking, etc.):
   c. Lodging:
   d. Meals (e.g., breakfast, lunch, dinner, other—please specify):
   e. Conference registration fee:
   f. Other (please specify):