

# Class Co-Host Request Form

If you are interested in being a co-host, please complete this form in its entirety and return it by email to [training@theiacp.org](mailto:training@theiacp.org), fax to (703) 836-5375, or mail to IACP Center for Police Leadership and Training, 515 N. Washington Street, Alexandria, VA 22314. Requests are reviewed in the order they are received, so the earlier you submit, the better. Our goal is to deliver training to as many regions as possible as this allows the greatest number of officers to take advantage of IACP Training.

**Please note:** Course offerings are subject to change. Completion of form does not guarantee the availability of courses selected.

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Date: \_\_\_\_\_  
Agency: \_\_\_\_\_ Address: \_\_\_\_\_  
Training Coordinator: \_\_\_\_\_ Rank/Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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In order to be considered for co-hosting, your agency must provide the following:

- Four paid registrants in order to be guaranteed a complimentary seat
  - *Substantial* marketing of program to local law enforcement agencies
  - On-site Coordinator
  - Audio-visual equipment , if requested by instructor
  - Instructor assistance, including transportation
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Factors to consider:

- Training topics and categories important to your particular region
  - Transportation requirements between airport, hotel and training site
  - Breaks and refreshments
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Training Site Address: \_\_\_\_\_  same as above

Comfortable seating capacity: \_\_\_\_\_

Please provide recommended hotel and airport information.

Hotel Name: \_\_\_\_\_

Approx. Rate\*: \_\_\_\_\_

\*if gov't rate, ensure that the hotel will extend it to retired police

Address: \_\_\_\_\_

Proximity of Training Facility to Hotel (in miles): \_\_\_\_\_

Primary Airport: \_\_\_\_\_

Miles to Hotel: \_\_\_\_\_

Secondary Airport (optional): \_\_\_\_\_

Miles to Hotel: \_\_\_\_\_

Is it feasible for the instructor to be transported from airport to hotel by your agency, or will he/she need a rental car?

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**Training Programs for Consideration:** (Please list in order of importance to your agency/area – no more than 3)

- 1.
- 2.
- 3.

Scheduling Preferences (including dates to avoid):

FOR MORE INFORMATION CALL 1-800-THE-IACP OR VISIT [WWW.THEIACP.ORG/TRAINING](http://WWW.THEIACP.ORG/TRAINING)