



## Request for a Discus Training / Presentation

(check one of the following two delivery options)



### Online Webinar

Date of webinar \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

What is the focus of the session and/or what Discus resources should be included?

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### Face-to-Face Onsite Session

**Note:** A minimum of 20 people per session is required to schedule onsite sessions. Reasonable effort will be made to accommodate your request, but delivery of the session is not guaranteed.

Date of session \_\_\_\_\_ Approx. Attendance \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

What is the focus of the session and/or what Discus resources should be included?

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### Training Format

\_\_\_\_\_ Attendees will have individual PCs or other devices for a hands-on experience

\_\_\_\_\_ No PCs or devices will be available; session is planned as a demonstration only

Training Address \_\_\_\_\_

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### Contact person for this request

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Submit this form by fax, email attachment, or regular postal mail at least six weeks ahead. Thank you!**

**Fax to:** 803-734-8676

**Email to:** [DiscusOffice@statelibrary.sc.gov](mailto:DiscusOffice@statelibrary.sc.gov)

**Mail to:** Discus Office, South Carolina State Library, 1500 Senate Street, Columbia, SC 29201