

BIE-HRO-ABQ: Field Request for Benefits Presentation

We require at a minimum two weeks advance notice to ensure availability.

Date of Request:					
Contact Person (please print name):					
POC's email address:					
Contact Phone #:		Fax#:			
School Location:					
Select type of presentation		Webcast	OR		On-Site*
<p>*On-site presentations require school to pay for travel costs of presenter. (Please attach driving directions to school including identifying which building to report to upon arrival)</p> <p>For locations in New Mexico/Arizona, costs can be minimized if we are able to reserve a GSA vehicle and no overnight lodging is required.</p>					
Accounting code to which will charge presenter's travel costs					
<p>Webcast broadcast is completed via GoToMeeting application which requires computer set-up with access to internet to log into presentation. (Recommended utilize GoogleChrome for accessing GoToMeeting)</p> <p>Audio can be microphone and speaker set up through computer OR via dial-in using telephone.</p>					
Number of participants:					
Identify which topic (sessions last minimum 90 minutes)		Retirement Overview			
			Basic Benefits		
			TSP Overview		
Proposed Dates (please provide at least two dates)		1 st option -			
		2 nd option -			
Preferred Start time					

FAX to 505-563-5305 (ATTN: DURAN)