



*Towards Attainment of Quality and Excellence in Policing*

June 20, 2018.

Ref: IPSA/Training/1/2018

## IPSA Course Inquiry Form

### General Information:

- Course(s) Requested:
- Course Date (/Month Requested: (Please provide a range of dates)

\_\_\_\_\_

- Number of participants to be trained from your agency: \_\_\_\_\_
- I am interested in this training course as a:

Contract .....

Co-host .....

- Contact Information (Individual Requesting Course)

Name:

Agency:

Contact address:

City/State/Zip:

Phone (office):

Extension:

Phone (cell):

Email address:

### Coordinator Information:

- Name:
- Agency:
- Contact address:
- City/State/Zip:
- Phone (office):
- Extension:
- Phone (cell):
- Email address:

**Transportation Arrangements** (If the coordinator is handling transportation for the course instructors, please indicate below)



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- \_\_ To and From Airport
- \_\_ To and From Training Facility
- \_\_ To and from Meals

**Training Location/Facility Information**

- Name of Site:
- Agency/Institute:
- Address of Facility:
- City/State/Zip:
- Facility Contact Person Phone (office):
- Extension:
- Phone (cell):
- Email address:
- Seating Capacity of Training Room (maximum):
- Nearest International/Regional Airport(s) to the Training Facility:
- Airport Code(s):
- Distance from Airport to Training Facility (miles & time):\_

**Signatory (Who Will Sign Contract/Co-Host Agreement) Information**

- Name:
- Phone/Extension (Office):
- Phone (Cell):
- Email Address:

**Training Facility Shipping/Mailing Address (For Course Training Materials)**

- Agency Name:
- Attn:
- Mailing Address:
- City/State/Zip:
- Phone Number:
- Email Address:
- Does the Training Facility have daily Ups service? Yes                      No

**Recommended Hotel Accommodations for Instructors & Participants (In Order of Priority)**

- Name of Hotel:
- Address of Hotel:
- City/State/Zip:
- Mileage from Training Facility:
- Phone:
- Room Rate:



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- Contact for Reservations: \_\_\_\_\_

**Hotel Amenities Offered:**

- Breakfast
- Late Checkout
- Complimentary Airport Shuttle
- Complimentary Happy Hour
- Complimentary Internet Access
- Free Parking
- Paid Parking

**Have you previously co-hosted/contracted any IPSA courses?      Yes      No**

If you answered yes, which courses have you co-hosted or contracted?

Title:

Dates:

**When co-hosting a training course, please keep in mind that a minimum of 6 months is required for IPSA to adequately advertise the course.**

Thank you for your interest and continuous support in IPSA.

A handwritten signature in black ink, appearing to read 'Mamoon'.

**Dr. Mamoon A. Abdelmottlep**  
Founder and Executive Chairman  
International Police Science Association (IPSA)

