

Sample registration form

Use the model below to design a registration form for your convening.

Prompts written as statements (versus questions) increase understanding and likelihood of accurate form completion.

[Title, Date/Time and Location of Training]

Required questions are marked with an asterisk ().*

Name:*

Pronouns:

Phone number:*

Email:*

Organization:*

Title:

Preferred Method of Contact:

- ☐ Phone
- ☐ Email
- ☐ Other: _____

Please describe your organization:*

- ☐ Adult Protective Services
- ☐ Area Agency on Aging
- ☐ Community organization
- ☐ Direct services
- ☐ Financial institution
- ☐ First responder EMS/law enforcement
- ☐ Legal services
- ☐ Medical professional
- ☐ Prosecution/judiciary
- ☐ University/college
- ☐ Victim services
- ☐ Other government agency
- ☐ Other: _____

I consent to receiving relevant follow-up information from event planners.*

- ☐ Yes
- ☐ No

[If your convening will provide food and beverage to participants:] Describe your dietary restrictions, if applicable

☐

[Add Information About Where to Send the Form]

[Add Phone Number/Email Address for More Information]

Reasonable Accommodations

If you require a reasonable accommodation to participate in the convening, contact [include the name of the person to contact] at [include the person's email address and phone number] by [include a date] to allow for adequate time to coordinate your request. However, you can make a reasonable accommodation request at any time.

In addition to the questions above, consider asking questions that will help you plan an agenda that addresses participant interests and takes advantage of participant expertise. For example, if a portion of your convening agenda will feature discussion in small groups, you may choose to group participants based on shared areas of specialization, geography, or other characteristics.