



Virginia Department of
Health Professions
 Board of Funeral Directors and Embalmers

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PRESENTATION REQUEST FORM

Presentation requests must be submitted with 30-days advanced notice

| | | | |
|---|---|----------------------------------|---------------------------------|
| Requestor Information | | | |
| ORGANIZATION NAME | | | |
| CONTACT NAME | | CONTACT TELEPHONE NUMBER | |
| CONTACT EMAIL ADDRESS | | | |
| PRESENTATION LOCATION | | CITY | STATE |
| | | | ZIP CODE |
| PRESENTATION DATE | | PRESENTATION TIME | |
| PRESENTATION TYPE | <input type="checkbox"/> LAWS AND REGULATIONS | <input type="checkbox"/> PRENEED | <input type="checkbox"/> OTHER: |
| WILL TRAVEL EXPENSES (MILEAGE/LODGING) BE REIMBURSED TO THE PRESENTER? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

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|---|
| Equipment Available to Presenter on Site – This information is being requested for planning purposes |
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REQUIRED EQUIPMENT:

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|---|---------------------------------|
| <input type="checkbox"/> Projector and Cable Connection to Computer | <input type="checkbox"/> Screen |
|---|---------------------------------|

ADDITIONAL EQUIPMENT:

| | | |
|-----------------------------------|--|--|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Internet Access | <input type="checkbox"/> PowerPoint Remote |
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Note: In-person presentations are generally limited to daytime and within 2-hours from Richmond, Virginia. We will consider evening or distant presentations if the technology at the site allows for video conferencing. You must provide us with contact information for an on-site technology person who can verify the availability of appropriate technology that is also compatible with our technology. Virginia's Community Colleges are compatible.