



Office of
ETHICS & INTEGRITY IN MINISTRY

Live EIM Workshop Request using VIRTUS' Protecting God's Children for Adults®

1. **If you have a facilitator pre-arranged, email the following workshop details to EIM@austindiocese.org for each workshop you have arranged with a facilitator (please send a separate email for each workshop):** (a) Language; (b) Location: Parish/School Name & City; (c) Day/Date; (d) Start Time (workshops are 3 hours long); (e) Building Name/Room Number; (f) Max number of people allowed in the workshop (no more than 100); (g) Facilitator Name; (h) Facilitator Email Address; (i) held via Live Webinar? YES or NO; (j) If held via Live Webinar, provide the link.
2. **OR, if you don't have a facilitator who is trained for the EIM VIRTUS Workshop, use the below Workshop Request Table** and we will find a facilitator for you (please use a separate form for each workshop request). *Only use the table below if you are requesting a facilitator. If you already have one, use the email template above (#1).*

Language	1 st Choice Day of Week / Date	Start Time	2 nd Choice Day of Week / Date	Start Time
English				
Spanish				
Other:				

Parish / School: _____ City: _____

Building Name / Room # Workshop to be held in: _____

Max # of People Allowed in Workshop (1 – 100): _____

Date: _____ EIM Site Admin Submitting Form: _____

EIM Site Admin Phone #: _____ Email: _____

Held Via Live Webinar? Circle: YES NO

If yes, provide the webinar link via email when you send this form to the EIM Office.

Scan / Email to EIM@austindiocese.org

If you do not receive a confirmation email within a week, please contact the EIM Office to make sure your request was received.

Reminder: Do not advertise any workshop until it is posted on VIRTUS & you have received a confirmation email from the EIM Office.