



**Employment
Security
Department**
WASHINGTON STATE

PAID FAMILY & MEDICAL LEAVE Presentation Request Form

Our mission is to provide an easily accessible benefit that helps employers and employees maintain economic stability and peace of mind in challenging times. To that end, our team is committed to providing high-quality presentations to groups, businesses and organizations statewide to ensure that all Washingtonians understand the benefits, rights and responsibilities conferred by the law.

If you would like Paid Family and Medical Leave to present at your upcoming meeting or event, please complete and submit this request form at least three weeks before your preferred date. ***We will try to accommodate all requests, but we are no longer accepting requests for presentations in 2018.***

Contact Information

Organization:

Organization website:

Primary contact:

Email:

Phone:

Day-of-event phone:

Secondary contact:

Email:

Phone:

Event Information

Event title/name:

Event date:

Event time:

Event location:

Street address:

Is the location operated by someone other than your organization (like an event center, hotel, etc.)?

Presentation Details

Expected start and end times for the presentation: Start time:

End time:

What is our expected role?

If other, please explain:

Who will be in attendance (in general—business owners, HR professionals, medical providers, benefit recipients, etc.)?

How many attendees are expected?

Will media outlets be invited? Yes No

If yes, please list invited media:

Are there other presenters on the agenda? Yes No

What A/V capabilities will be provided?

Computer

Projector

Projection screen

PowerPoint (2007 or newer)

Internet access

Speakers

Other

Does your event include an exhibit hall or other opportunity for tabling? Yes No

If yes, please provide details (location, hours, table size, expected attendance, etc.):

Submit your completed form [via email](#). Please attach any additional information about your event or organization (flyer, invitation, conference program, etc.) that may help us prepare our presentation.