

## PRE-WORKSHOP INFORMATION REQUEST FORM

### CHINA INSTITUTE AT YOUR SCHOOL PROGRAM

Name of the School:	
Address	
Requested Workshop Date(s) & Time(s) (Dates should be at least two weeks prior to the workshop date)	
Requested Workshop Theme/Subject  <i>Please refer to our website:</i> <a href="https://www.chinainstitute.org/school/educators/china-institute-at-your-school/">https://www.chinainstitute.org/school/educators/china-institute-at-your-school/</a>	

**Thank you for participating in China Institute at Your School Workshop Program. To help our workshop instructors prepare for their lessons, please answer the following questions:**

**1. Primary Contact Person from the School for Workshop-Related Questions**

Name	
Title	
Email	
Phone	

**2. About the Students\***

How many students will be participating in the workshop?	
What are the age(s) of the students?	
How many students are native Chinese speakers?	
How many students are studying Chinese language?	

*\* NOTE: It is not a prerequisite for students to know or study Chinese language to take these workshops*

3. **Workshop Format:** In-person  Online

If you choose online option, please answer the following question

<p>Do students have access to ZOOM?  (If not, please indicate the virtual platform of your choice)</p>	<table> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>				

4. **About the Teachers**

<p>How many teachers from the school will be present at the workshop?</p>	
<p>What are the names of the teachers who will be present at the workshop?</p>	
<p>What has the class already studied about China? Do you have further lessons planned about China?</p>	
<p>Would you like us to try to relate the workshops to your curriculum?</p>	
<p>What would the students' teacher(s) most like to see us accomplish with the students?</p>	

10. **Additional Information** – If there is something else we should know about, please tell us in the box below.

- China Institute and the School may terminate this contract by giving a written notice at least two weeks before the effective workshop start date.
- Requests must be made at least two weeks in advance.
- Payment must be completed before the workshop can be finalized. At least one week before the workshop date requested.
  - if workshop is cancelled 2 weeks before the scheduled workshop date, full refund will be issued.
  - if workshop is cancelled 48 hours in advance an 80% refund will be issued.
  - if workshop is cancelled 24 hours in advance no refund will be issued.
  - - All Workshops will be confirmed upon the match of class availability with the availability of the instructor.
  - - If the Workshop needs to be cancelled by China Institute, the school will be offered a chance to reschedule, and if that is not a possibility, a full refund will be offered.
  - - Classroom Teachers are required to be present at all times during the workshop.

**FOR CHINA INSTITUTE OFFICE USE ONLY**

Type of School:  Public – FREE  Private – \$200

Payment Information: Credit  Check

Credit Card Info:

Type: VISA  DISCOVER  AMERICAN EXPRESS  MASTER CARD

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_