



A CELERIAN GROUP COMPANY

PROVIDER OUTREACH & EDUCATION PARTNERSHIP

November 2018

Greetings,

As the J15 Medicare Administrative contractor, CGS strives to provide excellent customer service to our providers. Our Provider Outreach and Education team offers various and wide ranging educational opportunities throughout the year. These include computer based trainings, webinars, Ask the Contractor teleconferences, and in person events. These events are used to keep J15 providers up to date on the forever changing world of Medicare.

We are currently planning our educational events for the 2019 calendar year, with the goal of enhancing our visibility within the J15 community. We would like to formally extend the opportunity to partner with your organization in providing specific need based education and resources. If your organization is hosting an event and would like a Medicare Representative to present, or lead a project that aligns with our mission to provide the tools and resources necessary for navigating Medicare, please complete the information below and let us know about it!

Part 1: Event Organizer	
Name of Organization Submitting Request:	
Event Sponsor(s):	
For Profit/Not for Profit:	
Coordinator/Point of Contact (name, title, email, office phone, cell phone):	

Part 1: Event Organizer	
Event Name/Title:	
Event Location:	
Event Date/Time:	
Event Type (conference, webinar, small group, etc.):	
Event Purpose/Goal:	
Event Website (if applicable):	

Part 3: Presentation Details	
Requested Topic(s):	
Presentation Format (in person, Webinar, panel, etc.):	
Expected Duration (30 minutes, 1 hour, etc.):	
Question and Answer (will there be a Q&A session?):	

Part 4: Audience Details	
Audience (Approximate size of audience. Also briefly describe its make-up and if membership is required to attend):	
Media (Will media be invited? Will this event be recorded?):	

Part 5: Additional Information	
Deadline for Acceptance:	
Cost of Attendance:	
Offer of Payment/ Reimbursement (none, dining, lodging, travel, etc.):	
Disclaimer/Release Form (Please indicate whether or not the event sponsor will need the speaker to sign a disclaimer/release form.):	

We are excited to partner with you! Please submit this completed form and any corresponding attachments to [J15 Part A_Education@cgsadmin.com](mailto:J15_Part A_Education@cgsadmin.com).

Sincerely,

CGS Administrators, LLC
 Provider Outreach and Education