|  |  |
| --- | --- |
| **Office of Trade Relations**  **Webinar and Trade Events**  **Request Form** | |
| Sub-title | |  | | --- | | Telephones and Data Transmission Apparatus of 8517 | | Water Resistant Apparel | | Clothing Accessories | | What’s New With Shoes? | | Curtains, Valances and Shades of Heading 6303 | | Artificial Body Parts and Appliances of Heading 9021 | | Heating It Up, Electrothermically - Heading 8516 | |
| Description of content that will be discussed during webinar/event |  |
| Location \* | Remote |
| Date of Event \*Date and Time of event  i.e. Tuesday, December 7, 2010 1:00-2:00 p.m. EDT | Monday, May 3, 2021, 1:30-2:30pm EDT;  Tuesday, May 4, 2021, 1:30-2:30pm EDT;  Tuesday, May 18, 2021, 1:30-2:30pm EDT;  Thursday, May 20, 2021, 1:30-2:30pm EDT;  Monday, May 24, 2021, 1:30-2:30pm EDT;  Wednesday, May 25, 2021, 1:30-2:30pm EDT;  Thursday, May 27, 2021, 1:30-2:30pm EDT respectively |
| City \* | New York |
| State \* | New York |
| Cancellation Date \****What date the registrants will be able to cancel the registration*** |  |
| Registration START date (sunrise) \****Date that the registration should begin taking registrants. This date must be a least 48 hours after entering a new request.*** \*\*\*\* WCR staff needs minimum of 48 hours to create a new event. |  |
| Registration END date (Sunset)***\* Date Required Field The date registration is to close- usually on or before the event date.*** | OTR Use Only |
| Link Label \*Link Label that appears at the bottom of completed registration that registrant clicks more trade event information. Can be a specific page on CBP.gov that is determined in the URL field.***i.e. Trade Outreach*** | OTR Use Only |
| URL \****URL that links back to relevant trade related page on CBP.gov. i.e,*** [***http://cbp.gov/***](http://cbp.gov/) ***[trade events page]*** | OTR Use Only |
| POC Email \****i.e., jane.e.doe@dhs.gov*** | Denise Faingar – denise.m.faingar@cbp.dhs.gov |
| Number of Attendees \****This is the total number of registrants that may participate. If multiple sessions, that the sessions should equal the total number.*** |  |
| Waitlist***This will generate an option to add registrants to a waitlist if the main registration list is at capacity.*** | Yes/No |
| Registration END date (Sunset)***\* Date Required Field The date registration is to close- usually on or before the event date.*** | OTR Use Only |