



**Markel Claims Vendor Management Office
Vendor Requests**

VALUE ADDED TRAINING AND EDUCATIONAL EVENTS

Markel is focused on ensuring a consistent method of delivering and tracking value added training and educational opportunities for our associates.

Guidelines	<ul style="list-style-type: none"> • Vendor must be on Markel's current panel • Event requests must be submitted 45 days prior to proposed date • If CE/CLE applies, course must have approval before submitting request to Markel • Some content is subject to review by Markel's Claims Counsel 		
Instructions for Vendor	<ul style="list-style-type: none"> • Contact your claims business partner or Claims Vendor Management Office (CVMO) to request presentation opportunity; <u>request must include the following information:</u> <ul style="list-style-type: none"> ○ Title and description of event ○ Name of presenter(s) and contact information ○ Proposed date and time ○ Proposed location(s) ○ State where CE/CLE is approved, if applicable <ul style="list-style-type: none"> ▪ Type/category of CE/CLE ▪ Is CE/CLE approved for WebEx audience? ○ Name of primary Markel contact • Once event content has been approved, Markel will contact you to confirm scheduling • Vendor is responsible for tracking all Markel attendees • Create invoice by line item (preparation, travel, presentation time, etc.) and apply courtesy discount line to reflect a \$0 invoice • Submit invoice and attendee list to CVMO at claimsvmo@markelcorp.com 		
CVMO Process	<ul style="list-style-type: none"> • The CVMO will review all invoices and track accordingly • The CVMO will recognize the value added service within the vendor's profile 		
Additional Information:	<p>Please direct all questions to the CVMO at claimsvmo@markelcorp.com</p>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Author/Document Owner: CVMO</td> <td style="width: 50%;">Edition Date: 08/25/2015</td> </tr> </table>		Author/Document Owner: CVMO	Edition Date: 08/25/2015
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