

HOST REQUIREMENTS



**Are you wondering what it takes to host a training event at your school?
The information below provides a snapshot of your requirements so you can be prepared
to host a successful training event!**

SPACE REQUIREMENTS

- A space large enough to accommodate a minimum of 90 attendees, seated classroom-style.
- A table and chair located on an elevated platform in the front of the room.

TECHNOLOGY REQUIREMENTS

- Laptop with dongle/adaptor
- Digital projector with screen
- Wireless microphone for all consultants
- Power outlets at the head table and, if possible, for all attendees
- Complimentary Wifi access for all attendees

CATERING REQUIREMENTS

- Continental breakfast all days of training (coffee, tea, bagels, croissants, muffins, yogurt, fresh fruit, granola, cereal, milk, etc.)
- Afternoon snack all days of training (beverages, cookies, fruit, chips, etc.)

REGISTRATION REQUIREMENTS

- A registration table should be set up within 30 minutes of the start time each day of training. Staff from the host site should be available to sign-in attendees, answer questions, and provide directions. An attendee list will be provided from NaBITA, which can be utilized to create nametags and print out a sign-in sheet.
- Each training requires 40 attendees as a minimum attendee count. It is the responsibility of the host site to announce the training and ensure registration numbers are met. A NaBITA representative will be assisting with outreach efforts, sample marketing documents, and announcements to members.

PARKING REQUIREMENTS

- A parking permit/pass should be provided if required.

MISCELLANEOUS REQUIREMENTS

- Accommodation services should be available if requested. This includes ASL interpreter services, a lactation room, gender neutral bathroom, and wheelchair access to all training locations.
- Signage! Please consider walking your facility as if you have never been there before. Is there signage for the nearest restroom? Signage for the exit? Signage directing attendees to your registration desk and/or training location from the parking lot?

**Have questions? Contact Megan Birster, Director of Client Development
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