Host-Provided Facility Requirements

The host agency will be required to provide the following classroom and logistical needs:

- 50-person, environmentally controlled (i.e., heating, ventilation, and air conditioning [HVAC]) classroom, including classroom style seating with room for course manuals and note-taking.

- Two breakout rooms with sufficient conference or U-shape style seating for 20 people.

- Audio-Visual equipment: projection screen or area in classroom

- Three easels and easel pads with markers

- Eight power outlets in the classroom for A/V components and computers used by the instructional support personnel and participants during the course

- Instructor access the day before the course’s start date for classroom setup

- Adequate security to prevent having to reset the classroom daily

- Adequate participant and instructor parking