A Coordinated Response to Food Emergencies: Practice and Execution

Host Provided Facility Requirements

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

- Environmentally controlled (i.e., heating, ventilation, and air conditioning [HVAC]), 50-person classroom, including chevron or classroom style seating with room for course manuals and note-taking. Chevron seating arrangement is preferred (see below).

- Three additional tables to use for display materials and as a projector surface.

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

- 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 class start date for classroom setup.

- Adequate security to prevent having to reset the classroom daily.

- Adequate participant and instructor parking.

Preferred Seating Arrangement