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Facility Requirements

This course requires the use of <u>one training room</u> to support the course. The room should be <u>available 24 hours/day</u> during the instruction as the course materials will remain in the room, and in some cases, on the wall, after hours. The room should include <u>ample wall space that can be used for wall displays</u> and course materials developed by the students. Below are detailed requirements for the training room.

1.   <u>Space Requirements</u>: The training room should be a standard training room measuring at least 1500 square feet, able to accommodate 30 students and 5 instructors/administrative support staff.

2.   <u>Tables and Chairs</u>: The training room must contain tables and chairs to accommodate 35 participants. The tables and chairs must be moveable so they can be arranged in accordance with the diagram on page 3. A training room with fixed tables and chairs or auditorium style seating will not be sufficient.

3.   <u>Presentation Equipment</u>: The training room should have a presentation computer and projector. If the training room does not have presentation equipment installed in the room, an additional stand or small table must be made available for a laptop computer and projector. Electrical power must be available for the laptop computer and projector. The training room should have a projection screen. If the training room does not have a projection screen one must be brought in. Appropriate equipment to power the presentation equipment must be available including extension cords, power strips, and surge protectors.

4.   <u>Wall Space</u>: The training room must have ample wall space to which training visuals, posters, and student products can be temporarily affixed and displayed. Overall, a minimum of 200 square feet of wall space is required. This wall space should be without obstructions such as windows, pictures, lighting fixtures, etc.*

5.   <u>Access</u>: EMSI instructors will require access to the training room from 0700-1800 each training day. The room should be reserved 24 hours/day for the length of the training so the training materials do not need to be packed, the wall displays do not need to be removed, and the tables and chairs do not need to be reset each day. Additionally EMSI instructors may require access to the training room for up to 4 hours the day preceding the training for course setup.

Equipment and Supply Requirements

The following equipment and supplies must be provided for the training. EMSI can work with the host on provision of these equipment and supply requirements.

1)   <u>Easels and Easel Paper</u>: Six (6) easels with paper or small table-top easel pads. EMSI recommend the table-top easel pads.

2)   <u>Presentation Equipment</u>: One presentation computer, projector, and projection screen along with extension cords, power strips, and surge protectors for the presentation equipment. If presentation equipment is required in the meeting room, these requirements must be doubled. Audio speakers may also be required.

3)   <u>Copy Machine and Printer</u>: All major copying and reproduction to support the course will be completed by EMSI and shipped prior to the course (i.e. student manuals, handouts, wall displays, etc.). However, in the event incidental copying is required, it is preferred that a copy machine and printer be accessible at the facility.

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Administrative Support

The following are administrative support requirements for the training.

1.   Materials: EMSI will ship all course materials to a designated POC prior to the course. We will confirm delivery and receipt of these materials with the POC. These materials will need to be available to the EMSI instructor(s) the day proceeding the training for inventory and setup. It is preferred that these materials be available in the primary training room. EMSI instructors can assist with the movement of materials from a receiving or storage location to the primary training room.

2.   Roster: EMSI prefers to have a draft of the course participant roster one week prior to the course. This roster can be provided to the EMSI course coordinator. We understand this list is subject to change.

3.   Dress Code: The dress code for the training session is at the discretion and direction of the host. EMSI recommends business casual.

4.   Travel Recommendations: After a decision on where the training will be located, EMSI would appreciate recommendations on airports and hotels in close proximity to the training facility.

Thank you again for your willingness to host an EMSI course. Should you have any questions or concerns with the requirements, please do not hesitate to contact the designated EMSI course coordinator or the EMSI office.

Some facilities have restrictions on how displays can be temporarily affixed to the wall. We can provide push pins, t-pins, or painters tape to support this. In our experience we have found that painters tape is the best tool and does not harm nor leave any markings on the surface when removed.

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Primary Training Room Diagram (approx. 32' x 60')

Projection
Screen

Projector

Refreshment Table

Team 1

Team 2

Team 3

Team 4

Team 5

Team 6

Instructor Table

Handout Table