

Logistics Specifications for Regional Offices

Equipment for Regional Facilities

- Space for 45 people
- Television (32" – 35") and VCR
- Laptop computer with CD – Rom
- LCD projector for the laptop
- 8' Screen
- Two (2) lavalier microphones
- Six (6) round tables
- Five (5) chairs for each round table
- Two (2) 4' tables for the facilitators and registration
- Two (2) chairs for each 4' table
- Table clothes for all 8 tables
- Portable CD player or facility provided sound system
- Flipcharts, pads, and markers for each table in the classroom

Registration System

- Participants submit: Name, e-mail address (separate identifier), office location, and channel
- Course information would include: Date, city, location address, location phone number, facilitator names, logistics coordinator name
- Send a confirmation e-mail message to each registrant
- Send a reminder e-mail message to everyone that has signed up for the course

Catering

- Approximate cost per person = \$15

Other Specifications

- Accessible by persons with disabilities
- No more than 8 miles from the Regional Office Location
- Preferably accessible by the metro/subway
- Preferably offers government rates