

STEP 5. SECURE A SUITABLE LOCATION FOR THE TRAINING

One of the first decisions you will need to make is whether to hold the training on-site or off-site. If your facility has a suitable space and if hosting the training there will not cause undue disruption for staff members who are not involved, an on-site training is a good option. It is generally more cost-effective and the logistics can be easier to handle. However, if your facility doesn't meet those two conditions (and if you have the necessary funds), an off-site location, such as a hotel or conference center, is the better choice.

Space requirements. What defines a suitable space depends on the schedule and format of the training and the number of participants you expect. The basic requirements include:

- A main meeting room that is large enough to comfortably accommodate all of the training participants as well as the needs of the instructor (podium, screen, other audiovisual equipment, etc.)
- Additional rooms for concurrent tracks of program or small breakout sessions, if any are planned
- A foyer outside of the training space for registration and breaks. If you will be offering food or coffee during these times, the space should be large enough to accommodate the service tables and participants' movement around them
- A location for meals or hospitality activities such as a reception, if these are planned as part of the training. For an all-day training with no meal service, consider whether there are restaurants nearby that can provide participants with quick and comfortable service at a reasonable cost

- Adequate parking for course participants, located within an easy walk of the training site. Double-check whether there will be other functions at the facility that could interfere with the availability of parking
- Storage space (if using an off-site facility) for materials that will be shipped to the site in advance

Using an off-site facility. When working with an off-site facility, it is important to communicate your needs and expectations clearly and to obtain agreements and understandings in writing. Identify an individual on the facility staff who can serve as your contact person and liaison and obtain his or her phone and pager numbers. This person can be a valuable ally, helping you figure out the best way to meet your needs and resolving problems before and during the training. Remember to put all your requests to the training site provider (A/V needs, catering, room set-up) in writing.

PRE-COURSE TASKS

ACTIVITY 5-A

Develop a detailed, itemized list of the space requirements for your training event.

Associated Tool #12 Site Requirements for an Off-Site Training

(Source: *Francis J. Curry National TB Center, San Francisco*)

ACTIVITY 5-B

Determine whether your own facility can accommodate the event or if you will need to hold it off-site.

ACTIVITY 5-C

If the event will be off-site, identify several possible facilities and contact them to determine:

- Ability to meet your space requirements

- Availability on your scheduled dates
- Estimated costs

Compare the information to determine the most promising locations.

**Associated Tool #14 Hotel Cost Comparison
for TB Update**

(Source: American Lung Association)

ACTIVITY 5-D

Visit the most promising sites and use your itemized list to determine their suitability. A site visit is important because brochures, websites, and telephone conversations often do not adequately convey the appearance, amenities, and atmosphere of a place, and may not describe factors important to your site selection.

ACTIVITY 5-E

Decide on your preferred site and negotiate a contract with the management. Be sure that the contract clearly specifies:

- The spaces being booked and the room set-up requirements
- Any and all supplies, equipment and services that will be provided by the site manager—for example, audiovisual, catering and parking
- Costs and fees for all rentals and services
- Any terms and conditions of use, such as the cancellation policy, or guarantees regarding numbers of participants (e.g., will you be charged for forty meals even if only thirty people show up?), or discounts offered if you book a minimum number of rooms for participants and faculty.

ACTIVITY 5-F

Identify a person on the facility staff (usually a catering/banquet service manager) to serve as your contact person and liaison.