

# Venue/Room Requirements for Hosting a CLEAPSS Training Course Part A: General

PLEASE ENSURE YOU HAVE ALSO READ PART B - SPECIFIC REQUIREMENTS FOR THE PARTICULAR CLEAPSS COURSE YOU ARE HOSTING

General Requirements	<p>CLEAPSS will provide staff, materials and equipment for the course. The venue may be asked to provide some specialist equipment or chemicals for some courses – The course tutor will liaise with the venue about any specific requirements of this nature.</p> <p><b>Minimum number of participants 12.</b>  <b>Maximum number of participants 12-24.</b></p>
Venue Requirements	<p>The venue will need the following:</p> <ul style="list-style-type: none"> <li>• Parking for the trainer, as near to the training room as practicable.</li> <li>• <b>Training room easily accessible, ideally on the ground floor or with access via a lift</b> (to enable equipment and resources to be moved easily)</li> <li>• Someone to help the trainer with unloading and loading and access to a large equipment trolley</li> <li>• Presenters will need access to the venue at least 1.5hrs prior to the start time</li> <li>• Presenters may need access on the previous afternoon/evening to unload equipment and set up the room. (note; they may need to continue beyond the end of the normal school day)</li> <li>• Sufficient onsite parking for delegates</li> <li>• Venue reception informed about the course and provided with delegate list</li> <li>• Unrestricted access to toilets throughout the event for participants and the tutor. (Escorting participants to the toilet is not acceptable)</li> <li>• Refreshments: lunch plus tea/coffee on arrival and during the morning (and afternoon optional) Note: <b>Where the course is taking place in a laboratory or workshop a separate space will be needed for refreshments – additional workshops, laboratories or prep rooms are not suitable spaces for this.</b></li> </ul>
Timings <i>(approx – for guidance only)</i>	<p>These are provided as a guide and are negotiable dependent on normal timings for break and lunchtime at the venue.</p> <p>Coffee &amp; Registration 9.00 am          Course starts: 9.30 am          Morning coffee break 10.45 am          Lunch break 12.30 pm (lasts 30 - 45mins)          Afternoon coffee break (to be negotiated)          Finish: 3.30 pm / 4.00 pm</p>
Room requirements	<p>Conference room/Classroom and /Laboratory (physics/chemistry/biology)/Workshop (resistant materials)</p> <p>Where a laboratory is used there needs to be bench space adjacent to services (it is advisable to check that the lab services are functional)</p> <p>The room needs to be able to comfortably seat the maximum number of people on the course.</p> <p>Where teaching spaces are being used please ensure that these are presentable (piles of paper, books and other resources detract from the venue’s professional feel)</p> <p>Note: Where a conference room or classroom is being used the trainer may wish to re arrange the furniture to suit the course requirements. (The trainer may request a particular arrangement in advance)</p>
IT equipment needed	<p>Data projector and facilities for sound (external speakers) either connected to an in house computer or suitable for connection to the presenter’s own laptop. In either case access to the internet (to include the CLEAPSS website (<a href="http://www.cleapss.org.uk">www.cleapss.org.uk</a>)) (ability to open PDF files and YouTube)</p> <p>Please check that the data projector provided is working properly – ie filters have been changed, all colours are present and it is bright enough for easy viewing in the room.</p> <p>In the event of using a venue computer this will need to allow files to be loaded or run from a memory stick.</p> <p>Some courses will require laptops/workstations with suitable logins to connect to the internet for participants to use in pairs, able to access to the CLEAPSS website (<a href="http://www.cleapss.org.uk">www.cleapss.org.uk</a>) and YouTube</p> <p>Availability of IT support during the day.</p>