



### **3. COURSE & VENUE LOGISTICS**

#### **3.1 COURSE CAPACITY**

The number of students recommended per class is between 15 and 35.

#### **3.2 VENUE STANDARDS**

- 3.2.1** The room must be large enough that each student has a seat, preferably with a writing surface.
- 3.2.2** The environment should be well lit, comfortable and free from distractions.
- 3.2.3** The facility must have clean and working restrooms accessible to students.

#### **3.3 A/V STANDARDS**

- 3.3.1** A working computer is required and must have a USB port to allow a presentation to be downloaded from a flash drive. Preferably, the computer should have the most recent version of PowerPoint installed. If not, an application to view PDFs may be used.
- 3.3.2** A projector is required that can show a presentation at sufficient size to be visible by everyone in the room.
- 3.3.3** The projector lamp should be maintained to provide sufficient lumens to allow presentation to be held in a room with bright ambient light to allow note taking.
- 3.3.4** The screen and bulb should allow excellent color rendition.

#### **3.4 CATERING POLICY**

Catering is at the discretion of the Delivery Partner.