

# Logistics for BFA

## Regional Point of Contact (POC) Responsibilities

### I. Training facilities and material

Regional POC is responsible for (1) providing the training room, (2) receipt and return of course materials, and (3) security of materials and training room (see [Attachment 1](#)).

#### 1. Provide training room.

- Room **must** be
  - of adequate size<sup>1</sup> to accommodate number of registered users in a classroom configuration (see [Attachment 2](#)), and
  - suitable for PowerPoint presentations (e.g. blinds for windows, visibility, etc.).
- Room should **not** be
  - scheduled for any other activities during course to eliminate disruptions.
  - open to after-hours use.
- Provide Instructors the location and description of the room. Pictures of the room may be required if Instructors are unfamiliar with the site. Changes to venue **must be** approved by the Instructor.
- Provide an LCD projector, screen and easel pad for the classroom.
- Internet access for instructor **highly** desired.
- Other considerations:
  - Adjustable room temperature.
  - The proximity and availability of restaurants for lunch.
  - Refreshments for breaks. This is optional and certainly subject to Regional policies and procedures (**NOTE:** Donation cups placed by refreshments have proven very successful in recouping costs).

#### 2. Receipt of equipment and course materials, and return shipment of equipment (shipping costs paid by Training Branch).

- Provide name, telephone number, email address and FedEx ship-to address for training equipment and material. This person will be responsible for receiving and securing shipment.
- Have equipment and material available to Instructor's upon arrival.
- Responsible for ensuring equipment is delivered to FedEx for return shipment. Training Branch will provide shipping labels and pay for cost of shipment.

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<sup>1</sup> A room's capacity does not usually take into consideration the room set up in a classroom configuration. Table space and chairs for each student greatly reduces number of persons that will fit into the room. This must be taken into consideration by the Regional POC when reserving the classroom.

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3. Security of course materials and training room.
  - Security of course materials upon receipt prior to course start date.
  - Security of equipment to be returned after conclusion of course (shipping costs paid for by Training Branch).
  - Security of training room for duration of the course.

### **II. Assist in course coordination with Training Branch**

Regional POC may be asked to assist with announcement of course to Program Offices within the region, and, in some cases, with vetting the student registration list.

## **Training Branch Responsibilities**

### **I. Course Materials**

The Training Branch will provide the following for the training:

1. Student workbooks, name tents and class certificates.
2. The presentation laptop.

### **II. Training-related expenses**

The Training Branch will cover costs related to the following:

1. Costs of producing training materials.
2. Costs of shipping the equipment and materials to and from the training location.
3. All Instructor travel expenses.

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## Attachment 1 – Logistics Checklist

<b>Training room:</b>	
Sufficient size for number of students?	
Table space and chairs for each student?	
Projector and screen for presentation slides?	
Easel for instructor use?	
Instructor access to internet?	
<b>Shipping of course equipment and material:</b>	
Personnel assigned to receive and secure course equipment and materials?	
Shipping information provided to Training Branch?	
<b>Other logistical considerations:</b>	
List of restaurants in close to the training area.	
Refreshments for the class (donation cups typically offset costs).	

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## Attachment 2 – Preferred Classroom configuration

