

January 2013

ESM Training Course Information and Facilitator Responsibilities

Session Title: Environmentally Sensitive Maintenance Practices for Dirt and Gravel Roads

Session Data:

First Day:

Registration: 7:30 to 8:00 a.m. We will start promptly at 8:00 a.m. Coffee service/continental breakfast

Morning Session 8:00 a.m. to 12:00 noon (with 15 min. mid-morning break- 10:00 a.m., to include beverage service, optional pastries)

Lunch (provided at site): 12:00 noon to 12:45 p.m.

Afternoon Session: 12:45 p.m. to 4:00 p.m. (with 15 min. mid-aft. break - 2:15p.m.)

Adjourn: 4:00 p.m.

Second Day:

Sign-in: 7:30 – 8:00 am Coffee service/continental breakfast

Morning Session 8:00 a.m. to 12:00 noon (with 15 min. mid-morning break- 10:00 a.m. to include beverage service, optional pastries)

Lunch (provided at site): 12:00 noon to 12:45 p.m.

Afternoon Session: 12:45 p.m. to 4:00 p.m. (with 15 min. mid-aft. break - 2:15 p.m.)

Adjourn: 4:00 p.m. (Adjournment will depend on group participation -discussions, questions, etc.) Every effort will be made to conclude by 4:00 p.m.

Attendees Data:

A maximum of 80 attendees, unless otherwise contracted

Site Requirements:

Classroom style seating (tables & chairs- see attached diagram)

Room that can be darkened with accessible electrical outlets, and no post or pillar supports to interfere with participants view of screens. A **large screen** must be provided. All other AV is provided by trainers.

*** **Lighting should be able to be controlled to the extent of darkening the room for proper viewing of audio-visuals but not totally dark in order that participants can read handout and take notes.**

Table up front for instructor and space for audio-visual equipment- **12 feet from front wall to attendee tables.**

Tables and chairs should be set the day before the course.

*** **Early morning (6:45 am) access the 1st day of the course is required for trainers to set-up of audiovisual equipment by the instructors.**

Rooms should not have noisy equipment, such as coke machines, ice machines, air conditioners, that will interfere with the training delivery and discussions.

Rooms should have proper controls for heat in the winter and air conditioning in the summer as may be needed.

Lunch shall be on site, but in a different area if possible.

Facilitator Responsibilities for Site:

- (1) The Facilitator shall select the site to meet site requirements listed above.
Priority is to make attendees comfortable.
- (2) The Facilitator to check site for space and proper conditions and confirm site location with The Center for Dirt and Gravel Roads Studies (CDGRS).
- (3) The Facilitator to arrange for breaks and lunch and pay associated costs
Morning, 7:30 a.m.- Coffee, tea, pastry or donuts
Mid-morning Break - Refresh coffee, tea (pastries optional)
Lunch 12:00 noon to 12:45
Afternoon Break - Coffee, tea, soda, water (cookies/brownies optional)

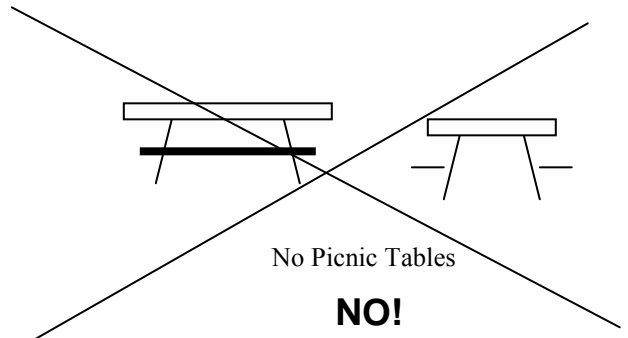
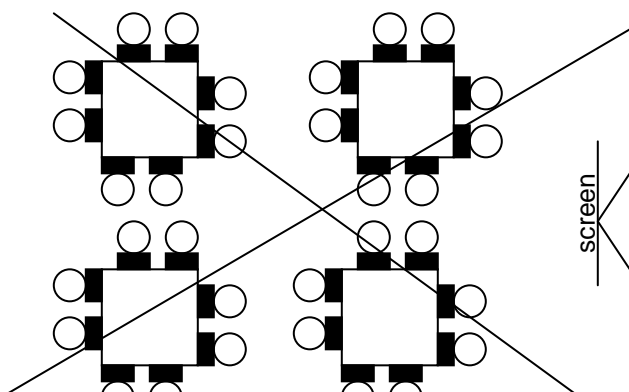
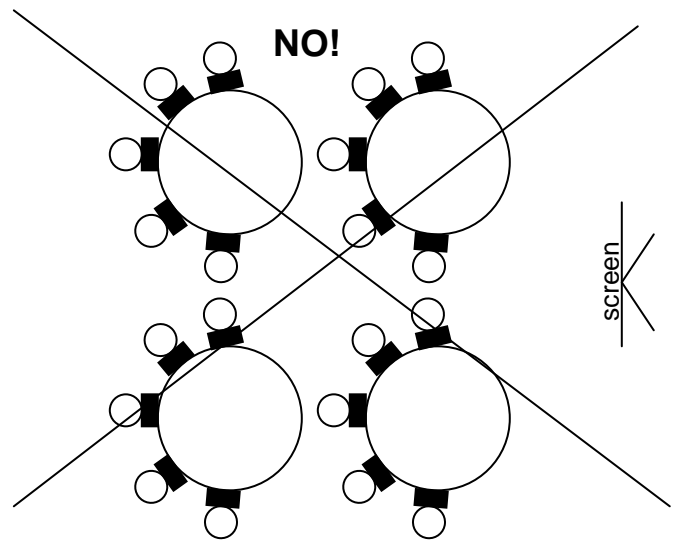
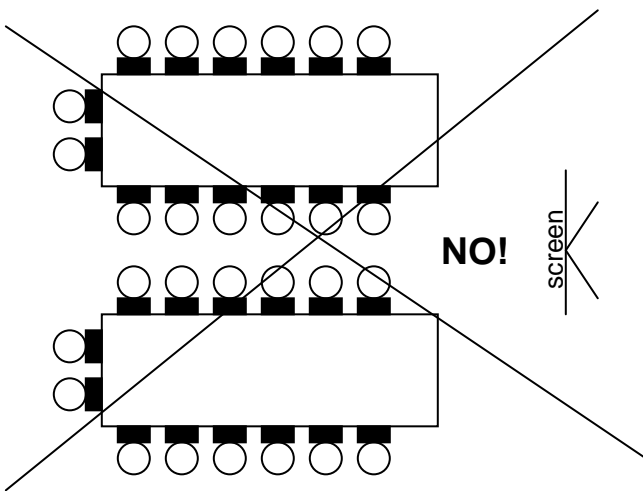
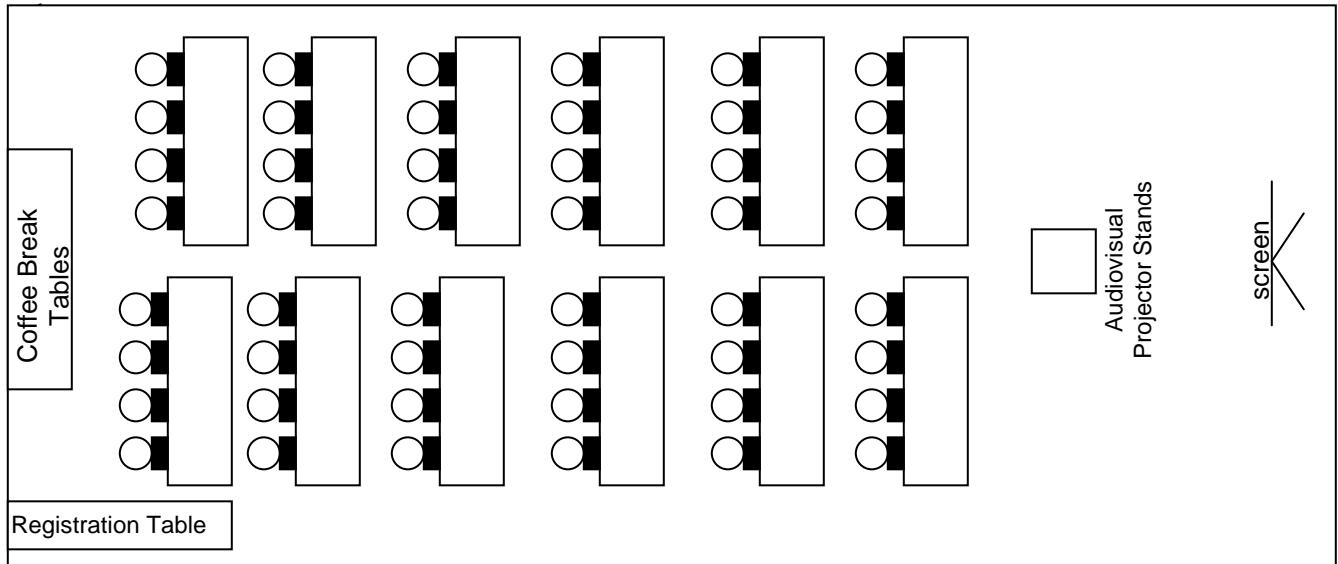
The Center for Dirt and Gravel Roads Studies (CDGRS) Responsibilities:

The Center for Dirt and Gravel Roads Studies (CDGRS) trainers will provide all audiovisual equipment needed with the exception of a large projection screen (unless directed otherwise), sign-in sheet, name cards, all training and handout materials, a registration form and an evaluation form.

Any questions or concerns:

Kathy Moir at 866-668-6683 or see our website at <http://www.dirtandgravelroads.org>

Classroom-style seating



ESM CHECKLIST:

- ❑ **Set-up venue where the ESM Training will be held.**
- ❑ **Set-up catering for registration refreshments, morning break, lunch and afternoon break.**
- ❑ **The 1st Day of the training, the trainers will need access to the room at no later than 7:00 am to set-up and make sure the table arrangements are set-up to specifications.**
- ❑ **Make periodic calls to the Center to discuss arrangements and registration numbers.**

THANK YOU.