

Ci3T Training Preparation Location Inquiries



Logistics

1. Who is the main site contact?
2. Will the Wi-Fi bandwidth support all Ci3T Session attendees being on their devices simultaneously?
3. Can the room be closed off to ensure everyone can hear and there are no outside disruptions?
4. Is there a space for the student **Ci3T Leadership Team** Member sessions close to the main room or within eyesight? *Students need to be within their parents' line of sight.
5. Are all dates and times available (confirm at several time points)?
6. Is an LCD projector available? Is there an extra cost?
7. Will we have access to extra equipment (e.g., tables, extension cords, power strips, projector, speakers, computer)?
8. Will there be a sound system available with technical support (for background music, lavalier/lapel microphone, videos played on computer)? Are cables available to connect our computer to the sound system (e.g., 3.5mm male-to-male cable)?
9. Do attendees need parking permits?
10. Can signs be put up to direct attendees to the right meeting location?

Food

Note. Financial constraints are recognized; however, it is important to make certain **Ci3T Leadership Team** Members are comfortable during each session.

11. How far in advance are food orders needed?
12. If we find we are running low on any items during the training, are last minute orders available?
13. Can we make special dietary requests (e.g., gluten free, nut free, vegan, vegetarian)?
14. Can we bring in any additional food?
15. What will be the form for receipts and invoices?
16. What are the gratuity and tax charges?

Set Up

17. Can you send us a layout of the room, or is one available online?
 - a. Draw a map of room including: sitting tables, all other tables, presentation screen, food table, “stage area” (minimizing people whose back would be to screen), registration table, etc. (see **Ci3T Training Preparation Room Layouts** [Ci3T Trainer Resources])
 - b. Visit the venue to take pictures for planning.
18. Are enough tables available for _____ people and how many can sit at each table comfortably?
 - a. Ensure that all **Ci3T Leadership Team Members**, **Ci3T Coaches**, and **District Decision Makers** for each school are seated together add an extra chair for **Ci3T Trainers** for coaching support.
19. Include extra tables for
 - a. Ticket drawing bucket and reinforcers (e.g., gift cards, books, opportunities to respond kits)
 - b. Resources (screening folders, screening manuals, and social skill curricula)
 - c. Sign-in/ registration table
20. Will tables be set up by venue staff ahead of time? Will they be taken down by staff afterwards?

21. How much time will there be between previous reserved times and our reserved time? How early can we come set up?
22. How much time will be allowed for clean-up/ wrap up by **Ci3T Trainers** and **Ci3T Leadership Teams**? How long can we stay after the session ends?
23. Are their accessible and working power outlets near each table to run extension cords and power strips so each table has power?
24. Can we duct tape cords down to the floor or carpet for safety or do you have cord covers?