

Classroom Criteria for EMSWCD Workshops



You can use this sheet as a guide to help you determine if the location can support the high-quality learning environment we seek to offer our participants. As you look into reserving a workshop location, please make sure the classroom space can accommodate the needs listed below.

Early Access for Workshop Presenters:

- To allow for adequate set up and preparation, our presenters need access to the room **at least one hour before and after** the listed workshop times. For example:
 - Saturday classes run from 9am - 1pm, so we ask that you reserve the room from 8am - 2pm.
 - Sunday classes run from 1 - 5pm, so we ask that you reserve the room from 12 - 6pm.

Classroom Needs:

- ADA accessible classrooms and restrooms are preferred (please contact us if your site does not meet these requirements)
- Please reserve a room that is large enough to fit **20 - 40 participants, seated at tables**. The average number of participants varies, but we generally strive for a maximum of 40 participants per workshop.
- Please be sure that the facility can accommodate the following classroom needs:
 1. Has enough chairs and tables to accommodate all participants.
 2. Room can be darkened for slideshow presentations.
 3. Has a projection screen or a large blank section of light colored or white wall to project onto.
 4. Tables can be arranged so that participants have a good view of the presentation.
 5. Room can be closed off / free from nearby activities that could cause distractions.
(Please schedule the workshop around other classes or activities that may be disruptive.)
 6. Has 3+ extra tables to provide a space for check-in, refreshments and handouts.

Please gather the information listed in the box below so you can refer back to it when you fill out the workshop request form.

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| Name of Workshop Location: | |
| Address, City, Zip Code: | |
| Classroom Name or #: | |
| Location Contact Name: | |
| Location Contact Phone: | |
| Location Contact Email: | |
| Max # attendees room can hold: | |
| Notes on arrival, parking, accessibility, restrooms, etc. | |