NOAA Coastal Services Center Remote Training Requirements

The Center will bring these courses to a community or region at the request of a local-host resource management agency. The local host agrees to provide all the logistics (see host responsibilities below) and guarantees that there will be **a minimum of 20** coastal resource management participants for non-computer-dependent training workshops (coastal management training and process skills courses) and a **minimum of 12** coastal resource management participants for computer-dependent courses (geospatial technology courses). The Center will provide trainers (and usually pay for travel costs), the training materials, audio-visual presentations, and some workshop supplies. The Center will also provide a draft agenda and work with the local host if the agenda needs to be modified. To schedule a workshop, you will need to contact the Center and request a specific course and dates, and have those dates confirmed, before making any other arrangements.

Host Responsibilities

o   Reserve and pay for all costs for the facilities necessary for the successful completion of training (sufficient size, appropriate lighting, tables and seating for participants and trainers, and accessible electrical outlets), including accommodations for special needs participants if required. The local host should ensure that if the class minimum is not met (see above), the use of the facility could be cancelled without penalty. **Also, see further site requirements for computer-dependent geospatial technology courses below.**

o   Create and send out invitations to potential participants and handle the registration process. The local host should invite its project partners, including stakeholders, who might benefit from the training. The Center will work with the local host to invite other appropriate coastal resource management entities in the region (e.g., National Estuarine Research Reserves, Sea Grant, Coastal Zone Management programs, and NOAA Sanctuary or Fisheries offices) if space is available. Student registration must be finalized two to four (certain geospatial courses) weeks before the start date of the course.

o   Greet the students on the morning of the first day of class and provide them with a name badge and course materials. Orient the students to the site and make them aware of emergency procedures, restroom locations, and any security procedures they should follow while in training. A brief time for the local host to present this information will be the first item on the course agenda.

o   Because of the interactive nature of the classes, including small group work and discussion, registration is limited to 35 students (or to space available in computer labs for geospatial training) involved in the field of coastal management.

o   Provide the trainers with hotel recommendations and obtain a block of hotel rooms for participants, if appropriate.

o Arrange for break and lunch refreshments (you may cater lunch on-site or have people go out on their own for the hour, if there are nearby eateries). If host does not have a budget for this, the host can charge participants a registration fee to cover any incurred expenses.

o Provide an LCD projector, overhead projector, screen, and Post-It easel pads.

o Coordinate with the trainers to provide any other necessary audio-visual equipment and training supplies.

Additional Site Requirements for Computer-Dependent (Geospatial) Courses*

o Provide a computer lab with technical support and a minimum of 12 student computers and 1 instructor computer that meet the following minimum requirements:
- 1.6 gigahertz Intel Core Duo, Pentium, or Xeon processor
- 1 gigabyte of RAM
- Windows 2000 or higher
- 1.2 gigabyte hard drive
- Instructor computer must have Microsoft PowerPoint installed
- Internet access

o Provide the lab with a projector and screen for PowerPoint presentations.

o ArcGIS software is not mandatory, but instructors must be able to load Center-provided software on each lab computer. If the lab has ArcGIS, the version must match the version being used by the instructors to teach the course (currently 9.2).

* In addition, the Center will provide the following for geospatial technology courses:
- Trainers (ESRI-authorized for ArcGIS courses) to teach each class
- Manuals for students for each class
- A flyer that describes the course and can be used for advertising purposes
- Any necessary software including temporary licenses of ArcGIS for the duration of a course for any training lab that does not have access to the software. The day before the start of class, Center instructors will install the software and all data needed for course exercises. At the end of class, the instructors will uninstall the data and software and make every attempt to delete all files put on the computer during the class.

For more information, and a list of currently offered courses, visit the Center's training webpage: www.csc.noaa.gov/training/