

**NOAA Coastal Services Center
Coastal Learning Services Program**

On-site Training Host Responsibilities

Thank you for your request to host a NOAA Coastal Service Center training course in your community. As the local host, you will be responsible for local logistics and planning. You also must guarantee that there will be a minimum of 25 coastal resource management and/or stakeholder participants. The Center will provide trainers, the training materials and presentations, and some workshop supplies.

To schedule a workshop, you will need to contact CSC and request a specific course and dates, and have those dates confirmed, prior to making any other arrangements.

Once the workshop has been confirmed the local host should make the following logistics arrangements.

- Reserve a facility or meeting room appropriate for training (sufficient size, appropriate lighting, tables and seating for participants and trainers, and accessible electrical outlets).
- Create and send out invitations to potential participants.
 - √ CSC will provide a draft agenda and work with local host if the agenda needs to be modified.
 - √ The local host should invite their project partners, including stakeholders, who might benefit from the training.
 - √ CSC requests that NERRS, Sea Grant, Coastal Programs, and NOAA Sanctuary or Fisheries offices in the region are notified of the training and, if space is available, invited.
- Provide the trainers with hotel recommendations, and/or obtain a block of hotel rooms for participants, if appropriate.
- 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 you do not have a budget for this, the host can charge participants a registration fee to cover any incurred expenses.
- Provide an LCD projector, overhead projector, screen / white board and Post-It easel pads.
- Coordinate with the trainers to provide any other necessary A/V equipment and training supplies.

CSC will provide the following:

- Training materials
 - √ Notebooks and other materials will be sent to the local host a few days prior to the training workshop.
- Trainers
 - √ CSC will typically be able to cover cost associated with the trainers and their travel.