



NOAA Office for Coastal Management  
[www.coast.noaa.gov](http://www.coast.noaa.gov)  
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# Guidelines and Requirements for Hosts

## Introduction

The National Oceanic and Atmospheric (NOAA) Office for Coastal Management brings a wide variety of training courses to communities or regions when requested to do so by agencies or organizations involved in coastal resource management. This document provides a guide to help hosts prepare for these events. For more information, and a list of currently offered courses, visit our training webpage: [www.coast.noaa.gov/digitalcoast/training/list](http://www.coast.noaa.gov/digitalcoast/training/list).

**To schedule a course:** Contact the Office for Coastal Management at [ocm.training.request@noaa.gov](mailto:ocm.training.request@noaa.gov) to request a specific course and preferred dates. A trainer will contact you to discuss our office's ability to provide the course.

## Trainer Responsibilities

The Office for Coastal Management provides trainers and usually pays for their travel costs. In addition, our office provides training materials and audio-visual presentations, as well as some training supplies. Finally, the trainers provide a draft agenda and work with the local host if the agenda needs to be modified.

## Host Responsibilities

Once our office has confirmed the training dates, the local host agrees to complete the following tasks:

- Reserve and pay for all facility costs necessary for successful course completion. These include ensuring a room of sufficient size, appropriate lighting, tables and seating for participants and trainers, and accessible electrical outlets. If required, accommodations for special-needs participants must be secured. If the minimum attendance requirement is not met, the local host should ensure that the use of the facility can be cancelled without penalty.
- Create and send out invitations to potential participants and manage the registration process. Registration information must include key fields required by the Office for Coastal Management and should be provided to the trainer in this [spreadsheet](#) format. The local host should invite project partners, including stakeholders and appropriate coastal resource management entities in the region that might benefit from the training (e.g., National Estuarine Research Reserves, Sea Grant, Coastal Zone Management programs, and NOAA National Marine Sanctuary or Fisheries offices). For most courses, participant registration must be finalized two weeks before the course start date (four weeks for specific geospatial courses).

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- Provide the trainers with hotel recommendations and obtain a block of hotel rooms for participants, if appropriate.
- Arrange for break and lunch refreshments (lunch may be catered on-site, or participants may go out on their own for the hour, if eateries are nearby). If funds are not available for a catered lunch, the host may charge participants a registration fee to cover any incurred expenses.
- Provide an LCD projector, overhead projector, screen or white board, and self-sticking easel pads.
- Coordinate with the trainers to provide any other necessary audio-visual equipment and training supplies.
- Each course may have specific additional requirements. Please discuss these with the trainer as the course is being scheduled.

### **Additional Host Responsibilities for Computer-Dependent (Geospatial) Courses**

- The host must provide a computer lab with technical support and a minimum of 12 participant computers and one trainer 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
  - 20 gigabyte hard drive
  - Trainer's computer must have Microsoft PowerPoint installed
  - Internet access
- Our geospatial courses are typically developed for use with ESRI's ArcGIS software. Some courses may require ArcGIS extensions as well (e.g., Spatial Analyst). It is preferred that the facility have the necessary ESRI licenses for use. If these are not available, the host should inform the trainers a minimum of three weeks before course delivery so our office can make arrangements for acquiring temporary licenses for use during the course.
- The host must provide trainers with access to the training lab the day before the start of computer-dependent courses. Trainers will install all software and data needed for course exercises. At the end of class, the trainers will uninstall the data and software and make every attempt to delete all files put on the computer during the class.

### **Attendance Requirements**

- **For non-computer-dependent courses**, such as those in coastal management issues and process skills, the host will guarantee the attendance of no fewer than 25 participants. Registration is limited to 35 participants.
- **For computer-dependent courses**, such as those in geospatial technology, the host will guarantee the attendance of no fewer than 12 participants. Registration is limited to 35 participants (or fewer, depending on the spaces available in the computer lab).
  - The Office for Coastal Management may request that the local host reserve up to three individual participant openings.