

ASIST Training for Trainers (T4T)

Setup and Room Figures: 15 Candidates

SITE ORGANIZER	ORGANIZER'S EMAIL	ORGANIZER'S PHONE
T4T DATE	T4T LOCATION	

- Use the last column of this checklist to track that all room, equipment and refreshment requirements have been accounted for. Variations without advanced approval are not permitted.
- These schedules assume that the large room is used as one of the small group rooms, and that the same small group rooms are used in the morning and afternoon. When using the large room as a small room, do not serve refreshments to all persons in large room. Serve separately or use another space.
- Small group rooms must be private and soundproof.
- If training is off-site from the hotel, a quiet staff room with comfortable furniture is required on Monday until 1800, Tuesday to Thursday until 2100, and Friday until 1700.

Monday

Time	Rooms	No. of People	Room Set-up	AV Equipment	✓
0800 & 0930			Refreshments		<input type="checkbox"/>
0800–0930	A (large room)	17	Theater, Fig. 1	TV with DVD player or computer with DVD drive (am only) Projector with screen (all day) Flipchart (all day)	<input type="checkbox"/>
0930–1230	A (used as small room)	9	Circle, Fig. 2		
0930–1230	B (small room)	9	Circle, Fig. 2	Flipchart, Projector/Screen	<input type="checkbox"/>
1230–1330			Lunch		<input type="checkbox"/>
1330–1630	A (large room)	9	U-shaped around tables, Fig. 3	Flipchart, Projector/Screen	<input type="checkbox"/>
1330–1630	B (small room)	9	U-shaped around tables, Fig. 3	Flipchart, Projector/Screen	<input type="checkbox"/>
1420–1520			Refreshments (leave refreshments out for 1-hour and 10-minute duration)		<input type="checkbox"/>

Tuesday

Time	Rooms	No. of People	Room Set-up	AV Equipment	✓
0815 & 935			Refreshments		<input type="checkbox"/>
0830–1540	A (large room)	17	Theater, Fig. 4	TV or DVD player or computer with DVD drive (am only) Projector with screen (all day) Flipchart (all day)	<input type="checkbox"/>
1145–1540	A (used as small room)	9	U-shaped, Fig. 5		
1145–1540	B (small room)	9	U-shaped, Fig. 5	Flipchart	<input type="checkbox"/>

1230–1330	Lunch			<input type="checkbox"/>
15 min.	Refreshments			<input type="checkbox"/>
1540–1715	A (large room)	18	Theater, Fig. 6	Flipchart, Projector/Screen <input type="checkbox"/>

Wednesday

Time	Rooms	No. of People	Room Set-up	AV Equipment	✓
0815	Refreshments				<input type="checkbox"/>
0830–1115	A (large room)	18	Chairs in 3/4 circle, Fig. 7	TV or DVD player or computer with DVD drive (am only) Projector with screen (all day) Flipchart (all day)	<input type="checkbox"/>
1000	Refreshments				<input type="checkbox"/>
1115–1200	A (large room)	6	U-shaped around tables, Fig. 8	Flipchart, Projector/Screen	<input type="checkbox"/>
1115–1200	B (small room)	6	U-shaped around tables, Fig. 8	Flipchart, Projector/Screen	<input type="checkbox"/>
1115–1200	C (small room)	6	U-shaped around tables, Fig. 8	Flipchart, Projector/Screen	<input type="checkbox"/>
1200–1300	Lunch				<input type="checkbox"/>
1400–2030	A (large room)	4	U-shaped around tables, Fig. 9	Flipchart, Projector/Screen	<input type="checkbox"/>
1400–2030	B (small room)	4	U-shaped around tables, Fig. 9	Flipchart, Projector/Screen	<input type="checkbox"/>
1400–2030	C (small room)	4	U-shaped around tables, Fig. 9	Flipchart, Projector/Screen	<input type="checkbox"/>
1520 & 1850	Refreshments (1520: 8 people, 1850: 12 people)				<input type="checkbox"/>

Thursday

Time	Rooms	No. of People	Room Set-up	AV Equipment	✓
0815	Refreshments				<input type="checkbox"/>
0830–1245	A (small room)	6	Theater style/movable table, Fig. 10	Flipchart, Projector/Screen	<input type="checkbox"/>
0830–1245	B (small room)	6	Theater style/movable table, Fig. 10	Flipchart, Projector/Screen	<input type="checkbox"/>
0830–1245	C (small room)	6	Theater style/movable table, Fig. 10	Flipchart, Projector/Screen	<input type="checkbox"/>
1015	Refreshments				<input type="checkbox"/>
1245–1345	Lunch				<input type="checkbox"/>
1400–2030	A (small room)	4	U-shaped around tables, Fig. 9	Flipchart, Projector/Screen	<input type="checkbox"/>
1400–2030	B (small room)	4	U-shaped around tables, Fig. 9	Flipchart, Projector/Screen	<input type="checkbox"/>
1400–2030	C (small room)	4	U-shaped around tables, Fig. 9	Flipchart, Projector/Screen	<input type="checkbox"/>

Friday

Time	Rooms	No. of People	Room Set-up	AV Equipment	✓
0815			Refreshments		<input type="checkbox"/>
0830-1245	A (large room)	6	Theater style/movable table, Fig. 10	Flipchart, Projector/Screen	<input type="checkbox"/>
0830-1245	B (small room)	6	Theater style/movable table, Fig. 10	Flipchart, Projector/Screen	<input type="checkbox"/>
0830-1245	C (small room)	6	Theater style/movable table, Fig. 10	Flipchart, Projector/Screen	<input type="checkbox"/>
1015			Refreshments		<input type="checkbox"/>
1245-1345			Lunch		<input type="checkbox"/>
1345-1600	A (large room)	18	Chairs in 3/4 circle, Fig. 7	Flipchart, Projector/Screen	<input type="checkbox"/>

Fig.1

Day 1: start morning
17 chairs

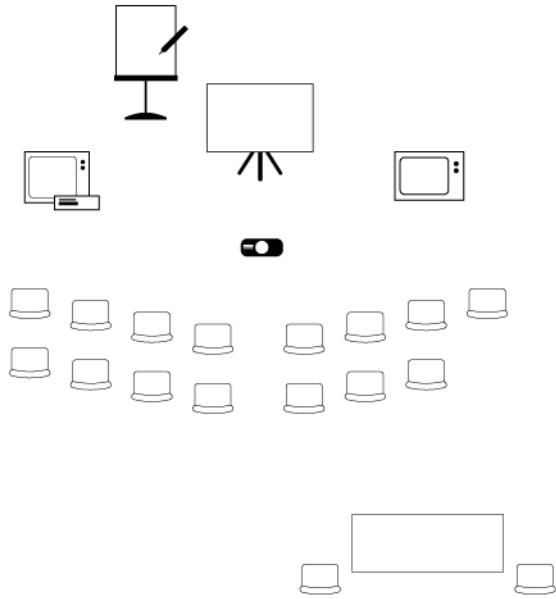


Fig.2

Day 1: finish morning
9 chairs
2 rooms like this
1 group could use large room

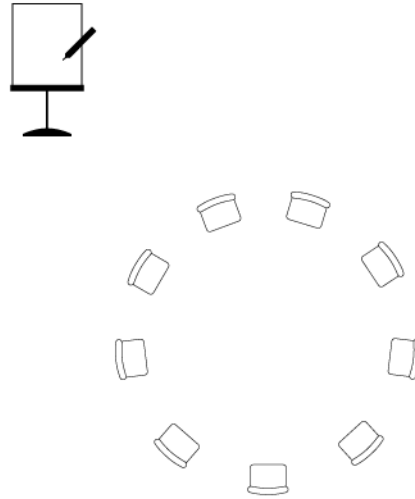


Fig.3

Day 1: all afternoon
9 chairs
2 rooms like this
1 group could use large room

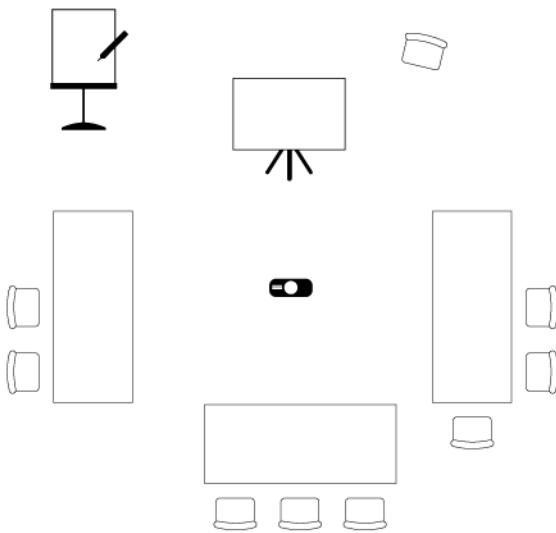


Fig.4

Day 2: most of morning
17 chairs

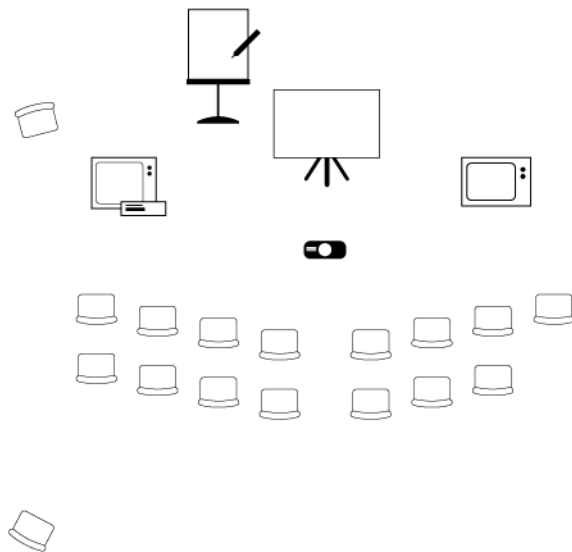


Fig.5

Day 2: late morning and most of afternoon
11 chairs
2 rooms like this
1 group could use large room

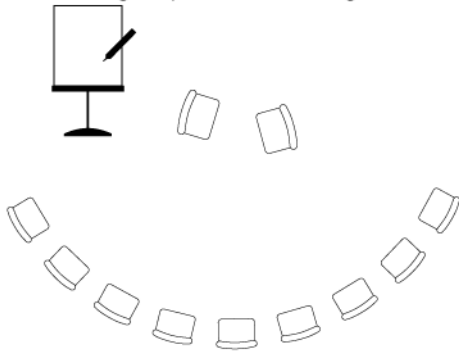


Fig.6

Day 2: end of day
18 chairs

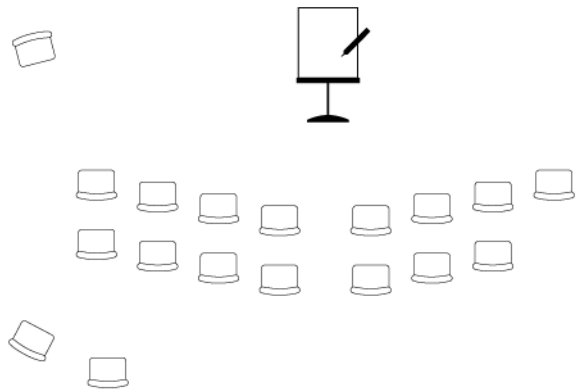


Fig.7

Day 3: start morning (Video only needed on morning of Day 3)
Day 5: afternoon
18 chairs (but could be guests for Day 5 afternoon - check with trainers)

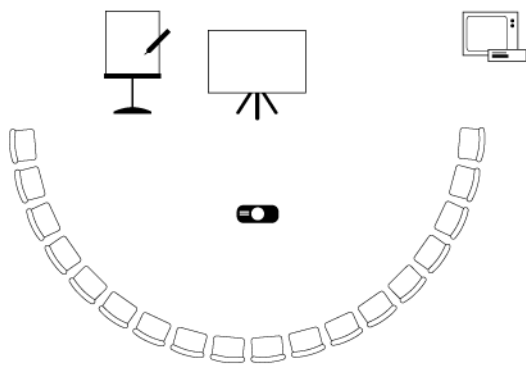


Fig.8

Day 3: late part of morning
6 chairs
3 rooms like this
1 group could use large room

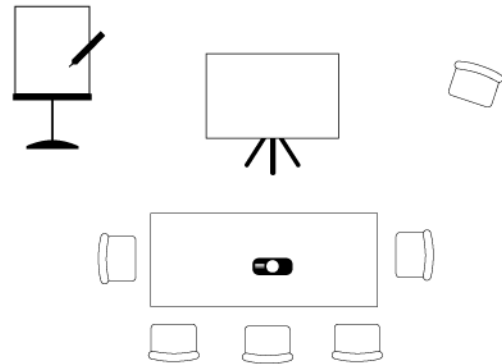


Fig.9

Day 3: afternoon and evening
Day 4: afternoon and evening
4 chairs
3 rooms like this
1 group could use large room

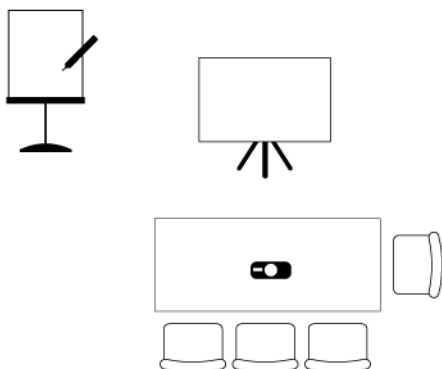


Fig.10

Day 4: morning; Day 5: morning
6 chairs
3 rooms like this
1 group can use large room

