



## 2013 Vistelar Regional Host Agreement

Please **print clearly** when completing this form and **fill it out entirely** to the best of your ability.

The dates of Verbal Defense & Influence classes you wish to host:

Course #1

Course Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Course #2

Course Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Course #2

Course Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

### Host Information

Agency Name:		
Street/Mailing Address:		
City	State:	ZIP
Phone:	Fax:	
Contact Name:		
Contact Phone: (office)	(cell)	
Contact Email:		

### Training Site Location Information (if different from above)

Training Site Name:
Training Site Address:
City/State/ ZIP:
Phone Number:



**Training Site Specific Instructions for Attendees**

Parking Info, Directions once on site, or anything beneficial for anyone coming from out of town

**Dining Options for Lunch Breaks**


**Important Site Requirements**

*Please note that failure to comply with the following requirements may result in cancellation of any course at any time.*

**Seating Capacity**

- All class rooms must be at least **30 x 40 feet in size** and **seat a minimum of 45 people** comfortably
- **Tables and chairs must be clear of any equipment** (e.g. **no computer labs**) and be **easily moved** - Vistelar classes rely heavily on a Performance Driven Instruction teaching methodology, which necessitates a safe environment for students to **move around the room freely**

**Trainer must have access to the room at least 24 hours prior** to training commencing. In addition, if the class spans multiple days, the room must be reserved specifically for the current class to avoid having to set up and break down at the end and beginning of each training day.

If possible, **break out rooms** outside of the main training room should be available.

\*With this agreement, please send us a **picture of the training facility, room dimensions and seating capacity of each room(s)** that classes will be held.\*

**Audio/Visual Equipment**



Please check the items that the training site location will provide. Each item must be in perfect working condition and meet modern minimum technology requirements.

- Projector with a minimum of 2000 ANSI lumens and a minimum native resolution of 800 x 600
- VGA and 3.5mm headphone jack inputs with cables
- Extension Cord
- WiFi
- Projection Screen adequate for the size of the room
- Power Strips
- Speakers/Sound equipment adequate for the size of the room
- Podium
- Wireless Lapel Microphone
- White board and at least one (1) flipchart with writing pad

*\*Note: Some classes have additional facility requirements. Please refer to any attachments for these added specifications.\**

### **Refreshments**

The hosting agency is responsible for providing any **refreshments** throughout the course of the training. Although snacks and beverages are not required, they are preferred. **The only beverage required, is water.**

### **Shipping Address (for shipping class materials)**

Department/Agency:
Attn to:
Street Address:
City/State/Zip:

### **Lodging Information (For Attendees and Trainers)**

<b>Hotel #1:</b>	Phone:
Address:	Website
<b>Hotel #2:</b>	Phone:
Address:	Website

### **Airport Information (For Attendees and Trainers)**



Name of nearest airport:
Distance to training facility:
What is best way to get from the airport to the training facility (e.g., rental car, shuttle, host will pick up)?

**Free registration for your agency or organization**

When registrations total a **minimum of twenty (20) paid enrollees**, your agency is entitled to invite one individual to attend the training at no cost. For every **additional four (4) enrollees**, your agency or organization will earn one (1) additional free slot for up to five (5) attendees.

Please sign below:

\_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

\_\_\_\_\_ (print name) \_\_\_\_\_ (Title)

By signing this you are giving Vistelar permission to use the information provided above on promotional materials specific to marketing this course. You further agree to assist in filling this class to the best of your ability to surrounding agencies and individuals. Vistelar will promote this training on its websites, brochures, faxes and email.

**\*\*Classes that do not meet minimum enrollment standards (as determined on case-by-case basis) may be subject to cancellation at least 30 days prior to the class start date. \*\***

**Please return this form to Sheila Cotton at:  
Fax: (866)406-2374 or [scotton@vistelar.com](mailto:scotton@vistelar.com)**