HEATH HOUSE

MEETING CENTRE

Heath House Training Centre and Business Hub

Checklist for training organisers

There is a lot to consider when planning a training event.
Selecting the right venue is crucial. The training environment has a significant impact upon how effectively delegates learn.

This guide is designed for anyone who is organising a training event for the first time.

ACOUSTICS
- ☐ Are there appropriate sound amplification facilities eg speakers
- ☐ Will delegates be able to hear the tutor?

TRAVEL, PARKING AND ACCESS
- ☐ Is there carparking available?
- ☐ Is carparking free – if not, what is the charge?
- ☐ If there is no onsite carparking, where is the closest place that delegates can park?
- ☐ Is the venue easy to find?
- ☐ Can you get to the venue via public transport?
- ☐ Is the venue accessible for those with disabilities?

CONNECTING TO THE PROJECTOR
- ☐ Will someone be on hand to help the presenter to connect to the projector?
- ☐ Is there a laptop available or does the presenter need to bring their own?
- ☐ What connectors are available on the projection screen?
- ☐ Does the presenter have these connectors available on their laptop?

VISIBILITY OF THE SCREEN
- ☐ Are there any blind spots in the room?
- ☐ Will all participants be able to see the screen without twisting?
- ☐ Can people sitting at the back of the room see the screen clearly?

PLUG SOCKETS
- ☐ Are there additional sockets available for delegates to plug in laptop chargers?

LIGHT
- ☐ Does the room have natural daylight?
- ☐ Are there black out blinds available to prevent glare on the screens?

TEMPERATURE
- ☐ Can you control the temperature in the room?
- ☐ Are their windows that open?
- ☐ Are their thermostatic valves on the radiators?
- ☐ Will the room be a comfortable temperature upon arrival?

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ROOM LAYOUT
- ☐ Have you discussed the room layout with the venue?
- ☐ Which layout option have you agreed?
    - ☐ Board room
    - ☐ Classroom
    - ☐ U-shape
    - ☐ Lecture
- ☐ Check that all delegates facing the screen?
- ☐ Can all delegates see the screen?

FURNITURE
- ☐ Is the seating sufficiently comfortable for a full day / half day
- ☐ Is there enough space on the tables for training materials?

CATERING
- ☐ Does the venue offer lunch options?
- ☐ Is there flexibility on when lunch is served?
- ☐ Can the venue cater for dietary requirements?

WI-FI
- ☐ Is there free wi-fi available
- ☐ Check how do delegates access the wi-fi
- ☐ Find out the speed and reliability of the connection [Particularly where wi-fi is necessary for the course]

ADDITIONAL QUESTIONS
- ☐ Is the floor carpeted? (Moving chairs on a hard floor can create a loud disruptive noise)
- ☐ Are there any fire alarms planned during the day?
- ☐ What other events are happening in the building on the same day and will they cause any disruption?
- ☐ Is there a coffee lounge or breakout room available where delegates can stretch their legs at break times?
- ☐ Does the venue provide photocopying services if needed?