

HOST/LOCAL COORDINATOR CHECKLIST

- Review the Course Hosting Responsibilities and the hosting section of NHI's Frequently Asked Questions on the NHI Web site to familiarize yourself with the expectations and policies related to hosting an NHI training course
- Request for Training
Complete the Host Request Form online at the NHI Website <http://www.nhi.fhwa.dot.gov/>. NHI or one of our vendors will contact you within two weeks to define the session date. If you do not hear from the instructor within two weeks of your request, call NHI Customer Service at 1-877-558-6873 for assistance.
- Once the session is confirmed, and you have received your session confirmation email from NHI, consider the following when selecting a training site:
 - Reserve a training room for the duration of the course
 - Visit the classroom to make certain it meets all of the your requirements and the instructor's requests
 - Select a room that will not be overcrowded, too hot or too cold, or subject to outside distractions. The instructor will provide you with any unique requirements for the training facilities
 - Determine if books and equipment can be left in the room. Training courses requiring special equipment or computers may need after-hours security
 - Find out if the instructor can control the heat or air-conditioning (You would be surprised about how frequently we hear complaints about room temperature)
 - Make sure the room is of adequate size and shape (No poles or obstructions)
 - Be sure the room can accommodate any special arrangements for demonstrations, labs, and experiments
 - Set up seating arrangements appropriate for the topic of conversation and for session interaction
 - Ask that classrooms used are away from kitchen, construction area, or other noise distractions
 - Double check the room for adequate electrical outlets and Internet connection if needed
 - Be sure that room lighting controls are available. Many training courses use visual aids that require a projection screen. It is important to have a room where lighting can be controlled to prevent glare on the screen while not placing the room in total darkness. (Will shades completely darken all windows? Can the lights be selectively dimmed when showing slides or viewgraphs? Will overhead lights shine directly on the screen? Can a bulb be removed above the screen or will the blackboard be too dark?)
- Accommodations
If needed, reserve a block of hotel/motel rooms for the course participants and instructors. Some hotels will provide a free meeting room if a minimum number of participants stay at the hotel.

- **Course Instruction and Content**
Work with the NHI Instructor to set the start and end times for the session – and share any local examples or concerns that will help the instructor provide relevant examples for the local environment.

Nothing is more frustrating for the instructor and the participants than a computer that will not work or a video that will not play. The instructor will tell you what equipment is needed, in addition to other common items such as:

- DVD/Video player
- Blackboard with chalk and eraser or whiteboard with dry erase pens and eraser
- Easel with flip chart paper and various colored markers
- Lectern or instructor table
- Extension cords

Three Weeks before the Session

- Find out if any FHWA students are registered for your session and obtain their contact information
Your local FHWA Division Training Coordinator should contact you with this information. If you don't hear from this individual – or you don't know this individual – Call NHI Customer Service at 1-877-558-6873 for assistance.
- Send a confirmation e-mail to all that have registered for the session and instructors containing logistical and contact information – include hotel accommodations [To avoid confusion or disappointment on the part of participants, include the requirements for receiving CEUs at the course – 100% participation and at least a 70% on the final exam]

Two Weeks before the Course

- Reply to the NHI Training Team when they contact you to verify that all training materials have arrived, such as:
 - Participant notebooks
 - Session Administrative Packet (Includes: Tent cards, NHI Session Roster form, NHI Sign In Sheet, NHI Evaluation forms [Scan forms] , Participant Registration Forms [Scan Forms], and Certificates of Attendance)
- Confirm enrollment for any participants who enrolled through the NHI Web site if you sold seats to your session via the Web site. The NHI Training Team will contact both you and the instructors with this information.
- Reconfirm the training facilities
- Discuss the seating arrangements and who will set up the room
- Determine when the room is unlocked/locked
- Determine whether a technician is available to assist in setting up the room and to help if a technical problem arises during the course
- Send a reminder e-mail to all that have registered for the session containing logistical and contact information – include hotel accommodation

One Week before the Course

- Prepare directional signs to classroom
- Post 'no smoking' signs in the classroom and find out where smoking areas are located
- Determine if snacks are available
- Identify where telephones are located to make outgoing calls and to receive incoming messages
- Pass out a list of eating places for lunch along with maps
- Decide who will welcome the participants and introduce the instructors (We suggest that you consider inviting leadership from the FHWA Division office in your area to do this.)
- Determine if special hotel check out arrangements are needed to coincide with the course completion time
- Determine who will prepare the certificates of attendance and who will pass them out
- Answer any e-mails from participants

One Day before the Course

- Reaffirm enrollment for any participants who enrolled through the NHI Web site if you sold seats to your session via the Web site. You may also contact NHI Customer Service for roster information at 1-877-558-6873 or NHICustomerService@dot.gov.
- Set up the classroom
- Organize the participant material
- Post directional signs
- Test all equipment

During the Course

- Let the instructor know whom to contact if he/she needs assistance – and show him/her where the lighting and room temperature controls are
- Provide an accurate list of the class participants to the instructor
- Prepare certificates of attendance (time needed to prepare them may be reduced and the appearance improved by using a computer with a graphics program and a laser printer)
- Check with the instructor at least once a day to resolve any problems

After the Course

- Make certain the instructor has the NHI Session Roster, the NHI Sign-In Sheet, originals of the NHI Course Evaluation Forms, and originals of the NHI Participant Registration Forms. The instructor is responsible for sending these items to NHI.
- Respond to NHI with payment for the session when you receive the bill for your session. Be sure to have the payment sent to the correct address and include the Bill Number on your check.