



Wingspan On-Site Training Host Responsibilities

Wingspan will gladly conduct on-site training in your community to accommodate local needs and schedules. Two trainers will travel to your area to conduct the two-day training. The host organization is responsible for the following:

- Training space to seat your participants at adult size rectangular tables and chairs, with ample room for large group activities
- Audio-visual equipment including Laptop and LCD Projector (or overhead projector), screen, CD player, flipchart easel and pad, and a TV/VCR
- Food for participants and trainers including lunch and refreshments for breaks
- Travel expenses for two trainers including airfare, ground transportation, mileage, parking, tolls, hotel lodging, and meals
- Shipping and handling of curricula and training materials

For more information please contact

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