Host Requirements

2023 Regional Hosts

SPACE REQUIREMENTS

- A space large enough to accommodate a minimum of 75 attendees, seated classroom-style.
- A table and chair located on an elevated platform in the front of the room.

TECHNOLOGY REQUIREMENTS

- Laptop with dongle/adapter
- Digital projector with screen
- Wireless microphone for all consultants
- Power outlets at the head table and, if possible, for all attendees
- Complimentary Wifi access for all attendees

CATERING REQUIREMENTS

- The host should provide attendees with a continental breakfast and afternoon snack each day of training. Please budget for the maximum number of attendees per COVID guidelines. If you cannot get budgetary approval for catering, please let us know. This will not disqualify your host application.

REGISTRATION REQUIREMENTS

- A registration table should be set up within thirty minutes of the start time each day of training. Staff from the host site should be available to sign-in attendees, answer questions, and provide directions. An attendee list will be provided from ATIXA, which can be utilized to create nametags and print out a sign-in sheet.
- Each training requires forty attendees as a minimum attendee count. It is the responsibility of the host site to announce the training and ensure registration numbers are met. An ATIXA representative will be assisting with outreach efforts, sample marketing documents, and announcements to members.

PARKING REQUIREMENTS

- A parking permit/pass should be provided if required.

MISCELLANEOUS REQUIREMENTS

- Accommodation services should be available if requested. This includes ASL interpreter services, a lactation room, gender neutral bathroom, and wheelchair access to all training locations.
- Signage! Please consider walking your facility as if you have never been there before.

QUESTIONS? CONTACT EVENTS@ATIXA.ORG FOR ASSISTANCE.