

Guide to Running a Course: Venue & Equipment Requirement

Equipment

- Laptop with speakers and sound card PLEASE INFORM US IF YOUR LAPTOP IS ENCRYPTED
- Data Projector
- Flip Chart
- Internet access will be required for eLearning modules

Please contact us if you are unable to provide any of the equipment above to discuss options.

Hardware

- External SVGA port and required connectors to connect LCD Projector.
- USB Port that permits access to USB Flash Drive which holds learning materials (CD Rom is provided for encrypted laptops)

Software

- MS PowerPoint 2007 (or greater) or MS PowerPoint Viewer

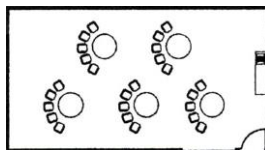
Venue

It will be necessary for you to book and pay for the venue along with any refreshments you are providing. Please notify the students and Education for Health if you are not providing refreshments or lunch.

Please inform the venue that in normal circumstances a box of student materials will be delivered to the venue 48 hours prior to the study day or workshop taking place.

Room layout

Seating to be provided for a maximum 25 students, plus a trainer, table and chair. To always be set up as cabaret style seating (see example).



Practical Assessments

All spirometry modules (not workshops) require an extra room for the practical Assessments (breakout room for the Examiner and 1 – 2 students):

The full day Improving Inhaler Technique Workshop requires 2 extra rooms for the competency-based assessment (breakout rooms for the Examiner and 1 – 2 students)