



NATIONAL ASSOCIATION OF EMS EDUCATORS

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Pittsburgh, PA 15234

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INSTRUCTOR COURSE LOCATION REQUEST FORM

DATE OF REQUEST SUBMISSION: _____

PERSON / ORGANIZATION MAKING REQUEST & CONTACT INFORMATION (phone number and email address):

LOCATION OF REQUESTED COURSE (specify city, state, and facility):

REQUIRED SPECIFICS OF COURSE SITE:

	YES	NO
Room that can hold up to 100 people (cannot be an auditorium/theater style) with round or square tables, 8 people per table.	<input type="checkbox"/>	<input type="checkbox"/>
Room is free of charge, and available for Fri-Sat-Sun, 7am-5pm	<input type="checkbox"/>	<input type="checkbox"/>
A/V will be provided (LCD projector, projection screen, speaker system)	<input type="checkbox"/>	<input type="checkbox"/>
Coffee will be provided each morning by host location	<input type="checkbox"/>	<input type="checkbox"/>
Parking will be free of charge for participants/faculty	<input type="checkbox"/>	<input type="checkbox"/>
Host location will provide an easel/paper for each table group, 7-10 tables per class	<input type="checkbox"/>	<input type="checkbox"/>
Are there convenient dining options close to host site? (participants get 1 hour for lunch each day)	<input type="checkbox"/>	<input type="checkbox"/>

Please list local hotels to recommend to participants. Indicate if any provide your organization with any type of discount

Please list travel requirements:

What airport should be used? _____

Will participants need to rent a car to get from hotel to class? _____

Will host site be willing to assist with faculty transportation to/from airport and to/from course site? _____

NAEMSE will provide the faculty, all materials etc. Registration will be handled by NAEMSE unless otherwise agreed upon. We will need a *minimum of 60* people to register in order to hold the class. We can accommodate a *maximum of 100* people per course.