
**Requirements to Host LEVA Training Classes
Effective May 12, 2024**

Host is responsible for the following:

- 1) Secure a suitable venue that will comfortably accommodate all students in a hands-on training environment.
- 2) Provide LEVA with two classrooms. One classroom for a mobile computer lab used for practical exercises and another classroom for lectures. Each classroom needs to be able to host 30 students plus 3 instructors. LEVA prefers one meeting space for all students to meet with instructors for approximately 30 minutes on Monday to welcome everyone to the training event and explain the week's activities. This can be in the lecture room or a separate auditorium style room.
- 3) Provide access to the training rooms on Sunday, prior to the training, for setup of mobile lab.
- 4) Take reasonable efforts to promote the event via electronic and other means.
- 5) Ensure each classroom has a video projector system capable of clearly displaying the instructor laptop at a minimum resolution of 1024 x 1080 (LEVA provides instructor-owned laptop); and ensure that the venue has an appropriate audio system for the purpose projecting audio from the instructor workstation.
- 6) Provide adequate electrical access for each of the student laptops, NVRs, and write-blockers (3 plugs per student). LEVA has plenty of power strips to use at each student desk.
- 7) Provide open Wi-Fi so student computers can remotely activate software licenses, remote instructors can Zoom into the class, and testing can be conducted online on the final day.
- 8) Provide copy services, as needed, for printing final exams.
- 9) Provide adequate parking for all students.

LEVA Responsibilities, Obligations and acceptance:

- 1) Deliver content of its courses.
- 2) LEVA instructors will reserve hotel rooms and advise host of hotel name and location.
- 3) Shipment of LEVA NVRs, mobile lab, and administrative materials.

For more details, please contact Troy Lawrence at Troy.Lawrence@leva.org or call (817) 247-0448.