

WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS

Guidelines for Hosting NIGP Training

(Issued 05/20/2010)

This document provides a guide for and recommendations to volunteers who intend to host a NIGP (National Institute of Governmental Purchasing) training session. It is recommended that the volunteer host use these guidelines to minimize oversights and help ensure an effective training experience for all who attend.

The Host must choose the location and secure and negotiate prices for the training facilities. The Host is the liaison with NIGP. The Host schedules the lunches, refreshments and AV equipment for the seminar.

The Chair of the WAPP Education Committee (hereinafter Chair) will determine the type of training and schedule the event with NIGP. The Chair will also provide NIGP with information about subsidies available for WAPP members. NIGP establishes the training fees, chooses the trainer and processes all registrations.

It is important that the seminar be scheduled, confirmation received from NIGP and all pre-training tasks completed at least three months in advance since NIGP offers early registration discounts beginning with registrations confirmed 60 days prior to the event.

If you encounter unusual problems, do not hesitate to request assistance from the Chair, any WAPP officers or any past hosts.

Dates and Location:

- Training Dates - Determine the training date(s). NIGP will determine the daily time(s). Be aware of the WAPP conference/meeting dates to avoid scheduling the training too close to WAPP conference/meeting which could limit participation in either or both events. WAPP conference/meetings are normally held on or near the first Thursday and Friday of March, September and December.
- Geographic location - Consider training sites that will be easy for out-of-town attendees to find. Driving directions and/or a map may be helpful. These aids may be included in the Registration Form and on the WAPP Website.

Training Accommodations:

- Facilities - Negotiate or invite bids from multiple hotels for the cost of the training room, equipment and guest rooms. The training room is typically free if you commit to a daily expenditure for food and beverages. Each course requires a minimum number of paid registrations or it will be cancelled. It is, therefore, very important to negotiate with the hotel to minimize any charges they may require if the event is cancelled. Find out if the hotel will allow you to provide your own equipment, such as a public address system, LED projector, etc.)

Normally, a small "block" of rooms is reserved for the evening(s) prior to each day of the training session. Pricing should be at government rates or, if you can get them, even lower rates. Most hotels will honor the State of Wisconsin rates for all attendees. Inform hotel personnel that all attendees are government employees and are exempt from taxes. The hotel will likely want to set a registration deadline beyond which, the rooms will be released to the general public and the favorable rates will not be available.

Provide the name and location of the facility, along with the room rate and number to call, to the Chair.

- Amenities - Make a list of all the training room amenities (room size, tables, chairs, public address system, Internet access, overhead projection system, lighting, etc.) that will be needed for the training.
- Transportation - Arrange transportation for the trainer if needed. Most hotels will provide shuttle service from the airport.

Meals and Breaks: Meals can be costly. Ask for options and look for ways to cut costs.

- Breakfast – Arrange for a “Continental Breakfast” consisting of coffee, tea, juice, rolls, bagels, breads, fruit, etc. If it is available, inform the attendees who stay at the hotel that a complimentary breakfast comes with the room.
- Lunches – Arrange for lunch each day of the session. Make sure the hotel will accommodate special diet requests (such as a vegetarian option). Make sure lunch is in a different room than the training session.
- Breaks – Arrange for soda and water for the afternoon break. Include a snack, such as cookies, if not too expensive or if needed to meet the food/beverage minimum.
- Dinner – If possible, prepare a list of nearby restaurants for out of town guests to have dinner in a location near the hotel.

Prior to Training:

- Registration - Anyone wishing to attend must register at the NIGP website; NIGP will process registrations. They will assign an Event Coordinator (EC) to you who will inform both you and the Chair when the training and registration information is available on the NIGP website so that registration may begin. The EC is also available to respond to any questions you have.
- Course Confirmation - Each course requires a minimum number of participants be registered 30 days prior to the event to avoid cancelation. This may vary by course so you should confirm the count with EC. The NIGP EC will notify you when that number has been reached. The EC will also provide you with a link so that you can monitor the number of registrants and if necessary, send out additional notices reminding people to register. Once you receive confirmation that the course is scheduled, inform the Chair so that he or she can provide all information to the WAPP Website Manager, who will post the information on the WAPP Website.
- Attendee Follow-up - NIGP will provide you with a list of attendees along with their contact information. It is prudent to send all enrollees an email message reminding them of the date, the location along with directions. Also ask them to inform you of any special dietary needs so you can make arrangements with the hotel.
- Logistics Form - NIGP will provide you a Logistics Form that must be completed and returned to them. This form includes a “Learning Environment Questionnaire” that denotes specifics about the facility, amenities and equipment available. If possible, work directly with the instructor to determine what instructional and audio-visual equipment he or she is providing and what equipment is expected to be provided on-site. Obtain this information prior to completing the Questionnaire so that you will know what equipment needs to be brought to the event or rented from the hotel.
- Equipment/Media - Almost everything you rent from the hotel comes with a charge. Therefore, ask hotel personnel if you can provide your own A-V equipment/media. Consider using equipment available from your agency or from WAPP. WAPP has an LED projector, easel, and wireless lapel microphone that can be used. Contact the WAPP Secretary to coordinate use of these items. In order to use the wireless microphone, the hotel has to

allow you to plug the receiver into their sound system. So you need to verify this in advance. You will need to rent from them, anything they will not allow you to provide.

- Training "Toolkit" - Prior to the course, NIGP will send you what they refer to as a "Toolkit". This includes all materials required for the training session, as well as sign in and evaluation forms. Follow the instructions, both prior to and after the event, included with the kit.

Each Day of Training:

- Sign-In - Be sure to announce to attendees that sign-in is required both in the morning and the afternoon to be eligible for credit. Announce each day, the schedule for that day, i.e., when breaks and lunch will occur.
- Lunch - Double check to make certain that everyone did submit any special dietary requirements to you in advance. If they did not, and if possible, work with the hotel to accommodate anyone who failed to inform you of special requirements.
- Instructor Bio - Introduce the instructor and read the bio provided by NIGP. Let the instructor take it from there unless they request your assistance.

Final Day of Training:

- Evaluation Forms - Around break time on the last day, distribute the course evaluation forms and ask everyone to complete. Be sure to collect the completed form from each attendee.
- Instructor Send Off - Thank the instructor and be sure he or she has transportation back to their desired destination.
- Clean Up - Make sure all materials are collected. Dismantle any equipment not belonging to the hotel and return it to its appropriate owner.
- Toolkit Return - Review the toolkit provided by NIGP to make sure all materials are returned in accordance with the instructions provided. Send a Letter of Appreciation to the instructor within one week after the event.

----Nothing follows----