



CALA Training Program - Hosting Form

(Please Print Neatly)

Contact Details

Name of Organisation _____

CALA Membership Number (if applicable) _____

Address _____

Telephone _____ Fax _____

Name of Contact _____

Contact E-mail _____

Hosting for (*Course Name*) _____

Planned Date of Training _____

Course Advertising and Participant Registration by: Host CALA

Member Commitment: **(See options overleaf)**

All are mandatory or hosting is not possible		
Member wishes to host a CALA sponsored training course	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Member has a training room allows:		
<ul style="list-style-type: none"> • Setup by groups with a maximum of four persons per group • At least 36 square feet per person plus 450 square feet for the audiovisual equipment. 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Member agrees to provide catering for all participants as per the Option cited overleaf.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All are mandatory or hosting is not possible		

Hosting Organisation (an authorized signatory of the hosting organization)

Signature _____

Name _____

Appointment _____

Date _____

Please fax this form to CALA Training Services (613) 233-5501

Canadian Association for Laboratory Accreditation Inc.
 Suite 310, 1565 Carling Avenue, Ottawa, Ontario K1Z 8R1
 Phone: (613) 233-5300 Fax: (613) 233-5501 <http://www.CALA.ca>



Reducing the Cost of Training

Much of the cost of training is dedicated to paying for the facilities and catering used in the delivery of courses. Experience shows that costs to participant organisations can be reduced by 30% to 50%, if hosted facilities are used.

Hosting organisations benefit:

- The saving of travel costs of participants from the hosting organization.
- The saving of 10% or more on the registration costs of the training for every participant from the hosting organization.
- The increased visibility of the hosting organisation to other members of CALA, and to the goals and objectives of CALA.

What must the hosting organisation provide? (Applies to all Options below)

If an organisation wishes to host a training session, CALA requires the following:

- A training room with the capacity required to deliver the selected training (36 square feet of space per participant, in round table or other “grouping” setup)
- LCD projector and screen, (all courses three days or longer require an overhead projector as well)
- One flipchart per table/group
- Coffee/juice/muffins/fruit prior to the start of each training day (8:00 am)
- Morning and afternoon refreshment breaks
- Soup and sandwich lunch for all participants (during full-day training only)

Are there any limitations?

CALA Training Services delivers training to member and non-member sites only when the training is open to the public. This is to prevent any real and/or perceived conflicts of interest with the delivery of other CALA services provided to member and non-member organisations.

Options available for Hosting organisations

Option	Facility	Who Markets the course	Who Registers participants	Participant Cost
1	Off-site (public)	CALA-for at least 60 days	CALA	Normal
2	On-site (member)	CALA for at least 60 days	CALA	Reduced
3	On-site (member)	Member	Member Organization	Reduced

All options have a minimum number of registered participants. For Option 3, the hosting organization is required to have registered at least ten participants prior to the commitment to deliver training.

Note that under Option 3, CALA Training Services can deliver training under contract to member (and non-member) organizations. The contracting organization is expected to fill the minimum number of seats from within their own organization, or from, other organizations that they may identify as needing the same training.