

Member Training Hosting Procedures

Reducing the Cost of Member Training

Much of the cost of member training is dedicated to paying for the facilities used to deliver the training. The cost to members can be reduced by using CALA-member training facilities.

Do you have such a facility?

Technical training is delivered to a maximum of 20 participants and non-technical training is delivered to a maximum of 40 participants. **If you have a training facility that can be used to deliver either of these types of training sessions for CALA-sponsored training, then we want to hear from you!!!** Please contact the CALA Training **Program** at CALA and let us know if you wish to host any CALA -sponsored training.

What are the benefits to the hosting member?

If members have a facility available, and it is used to deliver CALA -sponsored training, the member gains:

- The saving of travel costs of participants from the hosting organisation.
- The saving on the registration costs of the training for every participant from the member organisation.
- The increased visibility of member's commitment to the goals and objectives of CALA.

What does this cost the hosting member?

If members elect to host a training session, CALA will ask that they provide the following:

- A training room with the capacity required to deliver the selected training (*36 square feet of space per participant, in classroom or round table setup*)
- An LCD projector and screen (*all courses three days or longer require an overhead projector as well*)
- One flipchart per table/group of four/five
- Coffee 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 normally delivers training at member sites only when the training is open to all CALA members or to the public. This is to prevent any real and/or perceived conflicts of interest with the delivery of other CALA services provided to CALA members.

Conversely, CALA, arranges member-specific training at a member site with the understanding that the training facilitator does not participate in any assessment activities involving the member laboratory for at least two years, in accordance with Q14 - CALA Conflict of Interest and Confidentiality Code.

What are the options for a member considering to host some training?

Option	Host's Work	Facility	Who Markets the Course?	Who Registers the Participants?	Participant Cost
1	None	Off-site (public)	CALA - for at least 60 days	CALA	Normal
2	Hosts training	On-site (member)	CALA - for at least 60 days	CALA	Reduced
3	Hosts training	On-site (member)	Member - for as long as member desires	Member Organisation	Reduced

All options require the minimum number of registered participants shown on page 38 of CALA P02 - Program Description (http://www.cala.ca/P02_English_Prog_Desc.pdf) prior to the commitment to deliver training.

Note that under Option 3, CALA Training can deliver training under contract to member (and non-member) organisations. The contracting organisation is expected to fill the minimum number of seats from within their own organisation, or from, other organisations that they may identify as needing the same training. Member and non-member prices are shown on page 38 of CALA P02 - Program Description (http://www.cala.ca/P02_English_Prog_Desc.pdf).