

Checklist for training event management

Initial actions	Date done	By whom	Notes
Establish financial arrangements e.g.travel + local accommodation paid by host organisation for trainers ?			
Book training infrastructure			
Agenda page with <ul style="list-style-type: none"> • Goals • Prerequisites • Agenda! • Registration method • Location & travel • Need to bring / register laptops 			
Establish limit on numbers			
Determine trainers to support the event			
Send notes to hosts to establish expectations and actions required. Check about disabled access at host site - if there are problems, this information should go on the registration pages. Preparation - check whether any special needs relating to course material; check expected fluency in English			
Update events database to advertise			
Discuss further advertising with hosts			
Registration page – hosted by NeSC?			
Preparation			
Get/check certificates			
Get training room IPs for firewall config			
Create training accounts			
Create practicals, set up accounts			
Revise/create talks!			
Speaker internet access available			
Training room: open firewalls to/from t-infrastructure.			
Prepare feedback forms, attendee list, gender balance			
What power adaptor is needed on site?!			
Print dissemination material			

During			
Note actual agenda times!			
Remember feedback forms etc.			
Consider capturing talk information: powerpoint deliveries are done with timing on Try to audio record if at all possible (but particularly for new (versions of) talks)			

After	Date done	By whom	Notes
Thanks to hosts, guest speakers			
Collate feedback (copy to hosts and all trainers); submit summary to NA3			
UpdateDigital library			
Trainers' review, including how to improve next such event – pass relevant notes to NA3 support			
What updates/comments should be passed to Editorial Task Force?			