



NATIONAL ASSOCIATION OF EMS EDUCATORS

250 Mt. Lebanon Blvd. Ste. 209
Pittsburgh, PA 15234

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NAEMSE PROGRAM LOCATION REQUEST FORM

DATE OF REQUEST SUBMISSION: _____

PERSON / ORGANIZATION MAKING REQUEST & CONTACT INFORMATION (phone number and email address required):

INSTRUCTOR COURSE 1

EVALUATING STUDENT COMPETENCY

INSTRUCTOR COURSE 2

LOCATION OF REQUESTED COURSE (specify city, state, and facility):

INTERESTED DATE(S) FOR COURSE (month, year):

REQUIRED SPECIFICS OF COURSE SITE:

| | YES | NO |
|--|--------------------------|--------------------------|
| Room that can be reserved to hold 40 participants with round or square tables, 8 people per table. (Cannot be an auditorium/theater style) | <input type="checkbox"/> | <input type="checkbox"/> |
| Room is free of charge and available for Thursday Evening set up & Fri-Sat-Sun, 7am-5pm. | <input type="checkbox"/> | <input type="checkbox"/> |
| A/V will be provided (LCD projector, projection screen, speaker system). | <input type="checkbox"/> | <input type="checkbox"/> |
| Coffee can be provided each morning by host location without charge. | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking will be free of charge for participants/faculty. | <input type="checkbox"/> | <input type="checkbox"/> |
| Host location will provide an easel/paper for each table group, 7-10 tables per class. | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there convenient dining options close to host site? (Participants will get 1 hour for lunch each day.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Major International Airport within 25 miles. | <input type="checkbox"/> | <input type="checkbox"/> |

Please list local hotels to recommend to participants. Indicate if any provide your organization with any type of discount.

Please list travel requirements:

What airport should be used? _____

Will participants need to rent a car to get from hotel to class? _____

Will host site be willing to assist with faculty transportation to/from airport and to/from course site? _____

NAEMSE will provide the faculty, all materials etc. Registration will be handled by NAEMSE unless otherwise agreed upon.