

# IACP'S FIRST LINE LEADERSHIP FOR 21<sup>ST</sup> CENTURY POLICING PROGRAM



*SERVING THE LEADERS OF TODAY, DEVELOPING THE LEADERS OF TOMORROW®*

## Check List for Training Facility

### **TRAINING ROOM REQUIREMENTS:**

- Must accommodate at least 36 participants and 2-3 IACP staff/facilitators
- No columns or beams that would obstruct the view of projection screens and easels
- Room must be available for the entire duration of the training
- Entrance/exits should be at rear or side of room to avoid disruptions
- Accommodate either tables in 6-8 rounds or squares to promote group interaction
- Have 2-3 extra tables reserved for staff/facilitators
- Have adequate restroom facilities nearby
- Ability to adjust lighting and temperature

### **EQUIPMENT AND MATERIAL REQUIREMENTS:**

- LCD projector and projection screen 8' x 8' or larger
- Wireless internet and whiteboard
- Laptop computer
- Sound system to accommodate video
- Easels with flipchart pads and markers
- Extension cords and power strips
- 1 table for course materials and supplies

### **OTHER LOGISTICAL CONSIDERATIONS:**

*Other logistical considerations include distance to restaurants, eateries, airports, and hotels.*

If you have any questions, please contact staff at:

703-836-6830

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