American Jail Association

AJA Workshop Host Responsibilities

Thank you for your interest in hosting one of AJA’s Core Course Workshops. Below are the responsibilities and requests:

1. The Host agrees to have their agency name on AJA’s website as the cohost.
2. The Host agrees to provide a recommended list of hotels for attendees. This may be posted on the AJA website.
3. The Host agrees to circulate the promotional materials provided by AJA across their state and to colleagues where ever they may be located.
4. The Host commits to fill 20 or more seats in the class through these promotional efforts at least six weeks before the first day of the class. This will ensure the class confirmation and the ability for attendees to take advantage of reasonable airfares and hotel rates.
5. The Host agrees to provide a training room and audiovisual equipment as follows:
   - LCD Projector
   - Projection Screen
   - Electrical Package
   - Flip charts/markers
   - Clicker for PowerPoint Presentation
   - Speaker system for videos embedded in PowerPoint Presentations
   Note: It would be helpful for someone with IT abilities be present during first day set up.
6. The Host may provide an attendee facility tour if time and facility operations allow.
7. The Host agrees to provide transportation to/from the airport and training site for faculty and staff.
8. The Host agrees to provide parking spaces for attendees.
9. The Host agrees to provide, at a minimum, light snacks and beverages during the workshop.

AJA will provide the following:

- Instructors
- Handouts
- Name badges
- Sign-in sheets, office supplies, etc.
- Two complimentary registrations for agency staff and a discount on all other seats purchased. (i.e. $245/2-day workshop, $345/3-day workshop, or $445/4 or 5-day workshop)

Please sign below to indicate your acceptance of these requirements.

Printed name: __________________________________________________
Signature: ______________________________________________________
Title: ___________________________________________________________
Date: ___________________________________________________________
Phone Number (direct line if possible): _____________________________