Workshop Setup and Logistics

The workshops run from 2 to 3 days. We should have approximately one-half day prior to the course to set up the facilities and load and verify the software on the computers (normally this is done on Monday). The usual course schedule runs 8:00 a.m. to 5:00 p.m. Tuesday (and Wednesday for a 3-day workshop). The course ends at 4:00 p.m. on the last day.

Please note that if you are using the student laptops for the workshop, then THE LAPTOPS NEED TO BE AVAILABLE ON MONDAY TO HAVE THE COURSE MATERIAL LOADED ONTO THE COMPUTERS. There must be someone available with administrator rights in order to load the course software on ALL of the computers used for the workshop.

Please Note: <u>Even if someone has a copy of ECHIP on their laptop they plan to use in the workshop, we will still need to install the course software and projects.</u>

The instructor will teach from two computers using two projectors and two screens. One teaching computer can be provided by the instructor. The second needs to be provided for use in the course. (See the room layout below). Having only a single projector will substantially detract from the effectiveness of the workshop.

Please realize that the course is a highly integrated process, and anyone missing part of the workshop will have considerable difficulty following the remaining topics when they return. It is important for senior management to realize that pulling someone out of the course for even an hour can significantly reduce the ability to assimilate the new material.

It is always good to send a reminder memo the day before the workshop to reinforce the need to be on time and to attend the entire workshop. In companies who do not stress attendance, the success of the teaching is measurably reduced when students have an intermittent attendance. Our data support this conclusion based on surveys and user audits of the long term successful use of the methods during the first year after taking the workshop.

The Workshop organizer will receive a shipment containing workshop manuals. For the ECHIP Basic Design of Experiments Workshop this includes a funnel experiment. Please make sure these are available for the Monday workshop setup.

Meeting Room Requirements:
- Computers:
  - ✦ If using Desktop computers, use one for every 2-3 students. One computer/table.
  - ✦ If using student laptops, each student should have their own laptop. Typically this limits two people per table.
- Sample meeting room layout is attached below.
- Excellent artificial (not natural) lighting. Need ability to block out all natural light.
- Lights should be on multiple controls for dimming when/where needed.
- Instructors work with projectors constantly during the class. (Please see the room layout attached.) We need the ability to turn off or remove bulbs at the front of the room over the projection screens if they are not on separate controls. This is to allow room lighting without fogging the screen images.
- Multiple outlets and electrical cords to hook up equipment.
- One setup table for the course materials and one table for food and beverages 6'x30" or 8'x30" tables. Food and beverage table can be located outside the room if there is limited space.
- Ceiling height preference 12' or higher.
- No columns or obstructions in line of sight of students in the meeting room.
- Two 7' or 8' projection screens (6' screens or LCD screens only for very small classes)

Breakdown of Room Use:

Pre course – set-up only	-	will not require room until Noon or later.
First and middle days	-	Training from 8:00am to 5:00pm
Last day	-	Training from 8:00am to 4:00pm. Shutdown and Packing usually completed by 6:00pm

NOTE: The instructors can be available to work with some of the students one or two evenings after class. The room would need to be kept open later these evenings.

Continental Breakfast if Possible:
- To be available by 7:30am on class days. We would like whatever pastry, etc. not consumed prior to the start of the course to be kept available throughout the morning. The course MUST start at 8:00 am sharp in order to cover all of the material. Announcing the "must arrive by time" along with the promise of the continental breakfast has worked extremely well to ensure on-time attendance.

NOTE: We ask that water containers NOT be put on the tables with the computers. We prefer a water station at the back of the room.

Breaks (first break 9:00am):
(Since our instructors plan on taking many mini breaks (approximately one every hour), we need drinks, etc. to be available throughout the day. We request that someone check periodically and replenish as needed.)
- Coffee, tea, decaf, to be available continuously outside the meeting room (or inside if there is space).

- Afternoon break (set up by 2:00pm) replenish coffee/tea/decaf and add assorted sodas, flavored waters, juices and a snack.

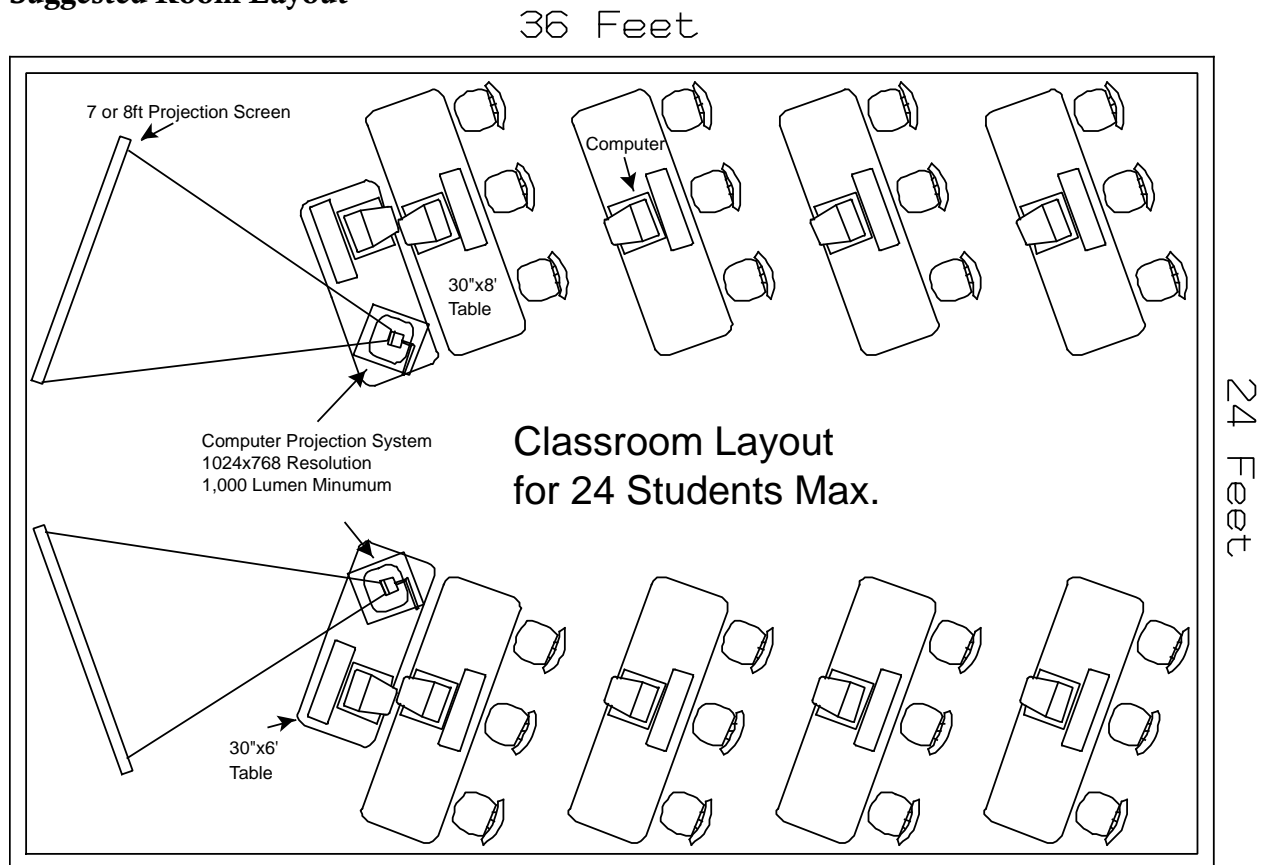**Lunch (box lunches provided if possible):**
- The goal is to minimize the need to leave the area. Simple lunches without dessert so that the lunch takes about 1/2 hour leaving the remaining time for the students to take care of any critical business without missing class.

Again it is our experience that the further people travel to eat lunch, the more likely that they will be collared for something urgent and miss a sizable part of the afternoon session.

Computer Equipment:
- Any 1.4 Ghz or faster Windows based computer is sufficient.
- It is desirable to have the word-processor and spreadsheet applications loaded on the training machines.

Suggested Room Layout

36 Feet

7 or 8ft Projection Screen

Computer

30"x8' Table

Computer Projection System
1024x768 Resolution
1,000 Lumen Minumum

Classroom Layout
for 24 Students Max.

24 Feet

30"x6' Table

DOE Course Requirements
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