

## HOSTING REQUIREMENTS



### Find a Facility

#### 5,000 square feet of open space (e.g. convention-type space)

ASIM Advanced delivers 11 full-scale scenarios using real-world interaction and 3D simulation – and it takes a lot of space!

A minimum of **5,000 square feet** of heated/cooled space and **three (3) 20 amp circuits** are required. Convention space, hotel ballrooms, and church fellowship halls are typical venues.

The host provides the **facility**, rectangular **tables for 80**, and **seating for 120**.

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### Fill the Class

#### 60 Mixed-Discipline Participants from all over the Region

- 30 Law Enforcement
- 20 Fire/EMS
- 5 Dispatchers
- 2 Public Information Officers
- 2 Emergency Managers
- 1 Helicopter Pilot (optional)

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### Provide Logistics

#### Single Point-of-Contact for coordination

A responsive single Point-of-Contact (POC) is needed to coordinate scheduling and logistics. Registration numbers (i.e. seats filled) are needed 4 weeks and 2 weeks prior to the delivery. Books and supplies will be shipped 3 weeks ahead of the class. The POC is also responsible for receiving and **securely storing** the ASIM Advanced **30 foot equipment trailer** that typically arrives **1-2 weeks** prior to the course delivery.

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