



Are you interested in a Resolution Video class but challenged by travel costs and time? Consider becoming a host of a Resolution Video training class. We are always looking for new venues to offer our training classes and if your facility meets the requirements, we will bring the class to you!

Facility Requirements

Any of our training classes can be hosted at your facility as long as the facility meets the following requirements:

- Classroom must be able to accommodate at least 30 students comfortably
- Provide LCD projector, screen, and whiteboard or flip-chart, and markers
- Electrical power and power strips to support up to 30 laptop computers



Host Benefits

In return for the use of your facility, Resolution Video will provide free training slots for students from your agency:

- 1 free training slot for every 10 paid students
- The opportunity for your personnel to make networked contacts and therefore improve their skills and abilities by collaborating within the forensic community

Venue Qualification

In order to qualify as a venue, Resolution Video needs to make sure your location will attract enough students. Our goal for Avid classes is 20 students. The goal for all other classes is 30. Contact Resolution Video regarding the type of training you would like to host at your facility and we will send you pre-marketing material for you to send to your contacts. You will then need to contact people in your local area or region to gauge their interest in taking the class on the proposed date. We typically look for 10 -15 solid "yes, I would attend" responses in order to book the class and add it to our schedule. We then market the class nationally in order to fill the remaining slots. Resolution Video will provide you the following materials to help you reach your goal of finding 10 - 15 interested students:

- A one-page marketing class flyer to forward to your contacts and post on web sites or group lists
- A sign-up sheet to document student interest



Customized Training

Resolution Video strives to provide leading-edge training. If you are looking for specialized training or a specific combination of topics, we can develop and provide that class for you.

Please contact us by email at training@resvid.com or by phone at 703-759-7803 for more information.



Responsibilities of the Host

As the host, you will be responsible for sending details about the class to your local contacts and organizations. You will also be responsible for providing information about the area and your facility to all registered students. We will list your contact information on our advertising materials and web site for students to use if they need further information.

Area information needed for our materials include:

- Names of local airports serving the training facility
- Recommended hotels convenient to the training facility, along with the Government rate for the month that the class will take place
- Parking information for the training facility
- Facility-specific details (Do students need to sign-in at front desk? Will they need badges for the facility? Directions from entrance to training room)
- A list of dining options for lunches and dinners. Many students will be from out of town

Hosting agencies typically provide coffee and refreshments in the morning and possibly an afternoon snack.



Responsibilities of Resolution Video

Resolution Video will start advertising the class to all of our contacts as soon as your location has qualified. We will create and provide all the advertising materials for the class to you. If appropriate, we will also list details regarding the class on other organizational websites and email lists.

Resolution Video will also handle all the registrations and payments for the class. We will provide regular updates regarding the status of registrations and when you have achieved your free training slots.

The day prior to class, Resolution Video will be responsible for any equipment setup that is necessary. We do ask that the host ensure access to the room is available on that day for that purpose.

All class handouts and materials for students will also be provided by Resolution Video.



For More Information

Are you ready to host? **Contact Resolution Video Inc. at 703-759-7803 or training@resvid.com**
Let us know which class you would like to host and the availability of your facility.
Please remember that many of our classes are booked up to 6 months in advance.