

Responsibilities of the Hosting Organisation;

TACT Training Room Requirements

Room Requirements	x	✓
The training room must be accessible for trainers from 8am-5:30pm.		
The training room must be adequate in size for training including sufficient breakout space for group activities. If training any physical restraint the room should be at least 140m ² with a sufficient reinforced wall. If there is no physical restraint training, the room must be 100m ² . The training space should be free from obstacles such as pillars and columns etc.		
The tables are to be set in a 'u shape' (<i>as per diagram below</i>) with an arrangement of standard sized tables and chairs.		
An extra table for refreshments and an extra table for additional trainer materials.		
Water, tea and coffee available for participants.		
A flip chart/stand with flip chart paper and markers		
A screen or monitor capable of projecting a PowerPoint presentation including sound. If this is not available please contact TACT to discuss.		

Training Room (Not to scale)

