



IAPP Version 1.6 has been released

With the continuously increasing IAPP user group comes a growing demand for IAPP training.

If your organization is interested in offering Module 1, 2 or 3 IAPP training sessions during 2009, please see the following guidelines before you apply for your workshop.

1. Select a few dates at least 4 to 6 weeks in the future that you feel would be best for your organization to host one or more sessions.
2. Contact the IAPP trainer and your regional invasive plant specialist regarding their availability for those dates, and confirm a final date with both the trainer and the specialist.
You will immediately receive a draft Agenda for the session(s) to which you can add details such as your logo, location information, etc.
3. Book a meeting space large enough to accommodate the expected number of attendees. Because most will be using a laptop please allow for at least 1 metre (3 to 4 ft) of table space per person. A room that's too small tends to get hot and stuffy.
4. Invite your membership to attend the session(s); you can attach the Agenda and any further information.

Frequently Asked Questions:

- Is a classroom-style set-up with tables and chairs the best, or can it be a room with a boardroom style table?

Generally speaking, the more informal the better! It is great when the participants can see each other and interact - a format to which the boardroom / round table style is well suited. For the module 3, with only a handful of participants, a more intimate setting would be fine.

→ **Note:** *to keep your organization's cost to a minimum you may wish to consider a provincial or regional government space which is often available free of charge. This works well, and does not interfere with the on-line accessibility to IAPP.*

- Do we need wired internet, and then set up a wireless router...or is it best to book a room with wireless already set up?

The trainer brings along a complete 'classroom in a box' toolkit with wireless router, data cables, switches ('hardwire signal splitters') and extension cords. Therefore, the minimum required on-site is at least one reliable high-speed wired dataport.

- Any other special requirements, for either module 2 or 3?

It would be appreciated if an LCD overhead projector and screen are already on-site. A projector is a must, because both the powerpoint presentations and the hands-on demo of IAPP and Map Display depend on it.

Guidelines for Requesting IAPP Training in 2009



Contact information:

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