



Standard arrangements for an in-house course

1. ICA:UK will deliver the [Group Facilitation Methods] course, as described at www.ica-uk.org.uk
2. the course will be held on [dates] from 9.00am to 5.00pm daily
3. ICA:UK will provide two experienced trainers for a total training fee of 10 times the current public course fee for an individual, eg: £4,250/£2,950/£1,950 for a 2-day course (at 2009 rates)
4. training material in the form of a comprehensive course workbook will be provided for each participant on the course, at an additional cost of £20 per workbook
5. travel, board & lodging of the ICA:UK trainers will be kept to a minimum and charged at cost
6. [the client] will arrange for a group of 10-16 participants to attend the course
7. [the client] will provide a list of participants in advance of the course, with a few words from each on what prior experience they bring to the course and what they hope to get out of it
8. [the client] will forward a course overview (to be provided) to participants with joining instructions in advance of the course
9. [the client] will arrange the venue, equipment and refreshments:
 - a main room big enough for the whole group to sit around a U-shaped table facing a large flat expanse of wall (for a "sticky wall")
 - a breakout room for half the group to do the same
 - flip charts & easels in both rooms
 - a TV & VCR on the first morning of the course, in the main room
 - rooms should preferably have plenty of space, natural light and ventilation
 - rooms should allow for fixing "sticky wall" and flip pages etc. to walls eg: by drawing pins, blue tack or masking tape
 - access to set up the rooms from an hour before the course (or the evening before if possible) and for an hour after the course to pack up, and exclusive use of the rooms to allow them to remain set up throughout the course
 - morning & afternoon tea, coffee & biscuits, and water available throughout

Participants appreciate having a light lunch provided so that they can eat together and chat informally. The venue should preferably be away from the participants' everyday work environment, in order to minimise the possibility of interruptions or distractions from the training.

10. a deposit of £500 is payable to confirm the booking. The deposit is refundable less a 10% administration charge should the course be cancelled with more than 2 months notice. With less than 2 months notice the advance is non-refundable, but with more than one month's notice it may be transferred once to a future date in order to reschedule the course by agreement.