

Appendix A: Technical Meeting Arrangements Checklist

To be finalized by both before commencement of travel to country

Confirmation of Training

- Confirmed agenda details, dates, times and attendees details
- Confirmed arrangements and expenses for the ULC Engineer
 - Airport pickup
 - Local Transportation
 - Lunch during training
- send Invitation Letter to ULC Engineer
- Send details for Local point of contact and mobile phone number (Two people)

Training Arrangements and Material

- Training equipments and related tools
 - All equipments as suggested by ULC
 - Video cables ready
 - Power outlets ready
 - Power adaptors ready
 - Network switch ready
 - Network cables ready
 - Installation tools ready
- Laptops/PCs for participants (preferably one for each and not less than 1 for 3 participants)
- Datashow projector or large LCD monitor
- Whiteboard and fresh pens & eraser
- Room arrangements:
 - Enough seats for all participants in theater or U shape arrangement
 - All equipments are ready in training room by the beginning of meeting
 - If equipments are not ready on time, the training will be postponed**
 - Tables for equipments: easily reachable and near datashow
 - Microphone and PA system if needed due to room size
 - Notepads and pens for participants
- Expected participants form filled completely [TP_Expected participants_1404]
- Meeting program, Evaluation Form, Quiz available with all participants before meeting