AVIASSIST FOUNDATION

MEMO

Required facilities and equipment for hosting of AviAssist Courses

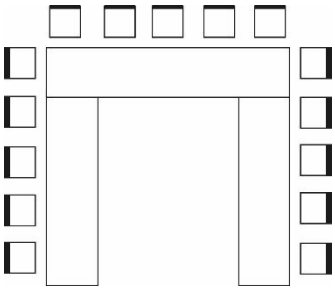

Figure 1 – classroom configuration

The host organisation shall provide a classroom with a U-shaped table set up as per figure 1. Experience has taught that this makes it easier for facilitators to involve all students and encourages participation and interaction by allowing eye contact between the facilitator and all the learners. Each participant must have sufficient room on the table make notes and display course materials in front of her/him.

Ideally, the classroom benefits from daylight to help lift the spirits and mood of the learners. But it should also have opportunities to darken the room to be able to watch videos and see presentations. A projector and a simple sounds system to play audio and video are also required.

For the last day of AviAssist courses, re-arranging of the tables and chairs in exam set up must be possible to meet the exam standards (see figure 2). If not possible in the same classroom, a separate classroom/venue shall be arranged for the exam.

A venue outside the regular office may be beneficial for your learners to ensure a good focus on the course instead of being called into their offices regularly to attend to daily operational issues in your organisation.
The host organisation shall arrange and pay for tea & coffee breaks and lunches, unless otherwise agreement prior to signing this document.

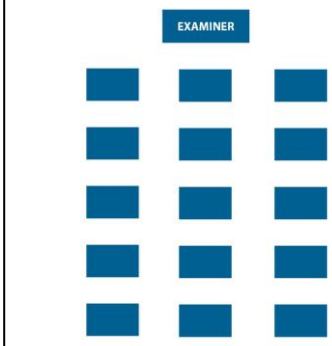

Figure 2 – examination configuration

Based on the course program and experience from other training courses, the following facilities and equipment will need to be available for the courses. Please indicate presence of these facilities below with a tick in the appropriate box and sign at the bottom:

Required facilities & equipment	Tick for confirmation
1) A training room for the full days and for the duration of the courses at the airport with sufficient opportunities to dim daylight for presentations: a) Tables and chairs for **all** of the course participants to sit behind in u-shape as per figure 1 b) Blackboard or whiteboard c) Power point projector with white wall or screen & good speakers d) Flipchart/Flipover e) Separated tables as per figure 2 for the exam	☐ ☐ ☐ ☐ ☐

AviAssist Foundation
Rotterdam Airportplein 60
3045 AP Rotterdam, The Netherlands

www.aviassist.org
info@aviassist.org
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Partners include:

2) List of maximum 15 participants per course before the course with job functions and email contacts to assist in preparation and with preparation of certificates (applicable in case of in-house training)	☐
3) We, the host, will arrange and pay for a simple tea/coffee break in the morning (10.30-ish) and one in the afternoon (14.30-ish)	☐
4) We, the host, will arrange and pay for a simple but nutritious lunch at the course venue or a facility very close to the classroom to avoid losing too much travel time and time with security checks	☐
5) Reliable mains power supply to the training room	☐

Name of the signing officer:

Signature:_____ Position:_____