



**NATIONAL TRAINING INSTITUTE (NTI)  
LOGISTICS AND AUTOMATION REQUIREMENTS  
2023 REQUEST FORM**

**Instructions:** The following information is requested to support Logistics and Automation requirements for the National Training Institute (NTI). Please fill out this form, secure applicable approval and return completed form(s) to Honorable Terrence Williams at [Taw137@yahoo.com](mailto:Taw137@yahoo.com).

**I. PROGRAM:** \_\_\_\_\_

**Committee Chair/Program Coordinator:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**II. PROGRAM TIMEFRAME:** Please indicate desired dates and times.

**Day:** \_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday

**Time(s):** \_\_\_\_\_ \_\_\_ AM \_\_\_ PM

**III. PROGRAM REQUIREMENTS:**

**Equipment:**

Unless noted as not needed, BIG will order the following standard audio/visual (A/V) equipment:

\_\_\_ Table Microphones      \_\_\_ Handheld Microphone(s)      \_\_\_ Cordless Microphone

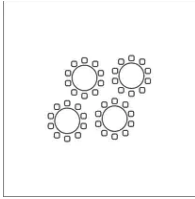
\_\_\_ Podium with microphone      \_\_\_ Floor Microphones for Q/A      \_\_\_ Easel with flip chart

**List any additional AV requests:**

**ROOM SET-UP - Examples (Check one)**

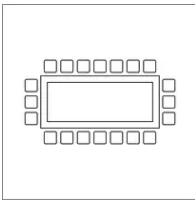
\_\_\_ Banquet      \_\_\_ Theater      \_\_\_ Classroom

\_\_\_ Conference      \_\_\_ Reception      \_\_\_ Ovals/Round



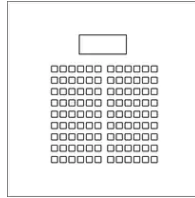
### Banquet

Generally used for meals and sessions involving small group discussions. A five-foot round table seats eight people comfortably. A six-foot round table seats 10 people comfortably.



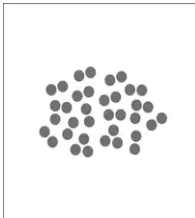
### Conference and Hollow Square

Appropriate for interactive discussions and note-taking sessions for fewer than 25 people. Many hotels have elegant "boardrooms" for 10 to 20 people, equipped with full audiovisual capabilities, a writing board, cork board and a flip chart.



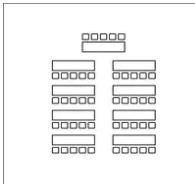
### Theater

Appropriate for large sessions and short lectures that do not require extensive note-taking. This is a convenient setup to use before breaking into discussion or role-playing groups because chairs can be moved.



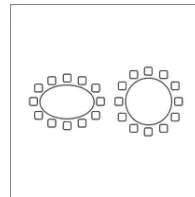
### Reception

Stand-up social function where beverages and light foods are served. Foods may be presented on small buffet tables or passed by servers. May precede a meal function.



### Schoolroom or Classroom

The most desirable setup for medium to large-size lectures. Requires a relatively large room. Tables provide attendees with space for spreading out materials and taking notes.



### Ovals and Rounds

Generally used for meals and sessions involving small group discussions. A five-foot round table seats eight people comfortably. A six-foot round table seats 10 people comfortably.

**NOTE:** Indicate any additional and/or special requirements on an additional page:

## APPROVAL SECTION:

**Information below is for BIG NTI Approval Officials and Logistics/Automation Chair(s) only:**

**Approving authorities should be BIG National President; BIG National Training Chair, or designated person by the BIG National President with this responsibility:**

**Please Print Name and phone number**

Approved by: \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number: \_\_\_\_\_

Disapproved by: \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number: \_\_\_\_\_