

## **DLI's Expectations for Providing Training**

Any individual or organization requesting Department of Labor and Industry (DLI) training must commit to fully supporting DLI instructors in the following areas:

- A. Registration. DLI instructors should be treated with the same professional courtesy as other instructors and registrants. They should be welcomed, provided identification, and given clear directions to the room where they will be presenting.
- B. Support. A Sponsor representative will attend the beginning of each DLI session to ensure that set-up is appropriate, introduce speakers, explain CE credits, and that the needs of the speaker and attendees are met.
- C. Technology. An IT representative from the venue will be available to ensure that requested equipment is tested and functioning and DLI instructors know whom to contact in the event assistance is needed.
- D. Rooms will comfortably accommodate the anticipated number of attendees.
- E. Course descriptions will be included in conference advertisements and materials.