



2003 Resource Disk and MARAMA Workshop Manual

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Training Coordinator
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What is on the Disk?

- 2003 Training Resources
 - Developed June 2003
 - Susan Stephenson, MARAMA
 - MARAMA Workshop and Meeting Manual
 - Revised January 2003
 - Completed by Joy Motheral, Systani, Inc.
 - Living Document
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MARAMA Resource Disk

- Provide a resource for the MARAMA Training Coordinators
 - Includes information from:
 - EPA Education and Outreach Group (EOG)
 - California Air Resources Board (CARB)
 - Rutgers Air Compliance Center (RACC)
 - National Enforcement Training Institute (NETI)
 - NESCAUM Clean Air Academy
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Thanks

- All the Providers included in this disk:
 - Permission to use their material
 - Additional material provided as requested
 - Support to create this resource
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Disclaimer

- PC compatible only, does not work on MAC.
 - Must be connected to the internet for many of the links to work.
 - Information is up to date as of May 31, 2003, all information should be verified with the corresponding organization.
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What's Included

- About MARAMA
 - Training Coordinators
 - MARAMA Workshop Manual
 - Training Providers
 - Course Lists
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MARAMA Workshop Manual

- MARAMA Workshop Manual
 - HTML & PDF versions
 - Meeting Management Guide
 - HTML & PDF versions
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Workshop Manual Overview

- 6 parts to the Manual
 - Manual
 - Quick Reference Guide
 - Job Aids
 - Meeting Management Guidebook
 - Sample Documents and Forms
 - Vendor & Training Provider Contact Info
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Purpose of the Manual

- Guide those who organize and conduct MARAMA events
 - Guide those who are involved in one aspect or more of a MARAMA event
 - Agenda development
 - Attendance at a MARAMA event
 - Ensure that MARAMA events provide high quality training
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Intended Audience

- New staff
 - Staff involved with MARAMA events (in other words everyone in the office)
 - Anyone involved with Event Planning
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Manual Examples

- Chapter 1 Overview
 - Types of Events
 - Staff roles
 - Other organizations roles
 - Chapter 3 – Agenda Development
 - Meeting Framework (sample document)
 - Drafting the agenda
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Checklists

- Available for all Levels – 1-4 and the Executive Board
 - Can be used independently of the manual
 - Programmed to give dates and identify staff role responsibility
 - Can be adjusted to fit each situation
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Checklist – Level 3

MARAMA Weekly Activities Checklist (Contracted Courses) Insert Meeting Name

Funding Level: Level 3
Funding Type: EPA/OTC/Other
Start Date: Tuesday, February 12, 2002
Monday Prior: Monday, February 11, 2002
End Date: Wednesday, February 13, 2002
Est. Attendees: X
Target Audience: X

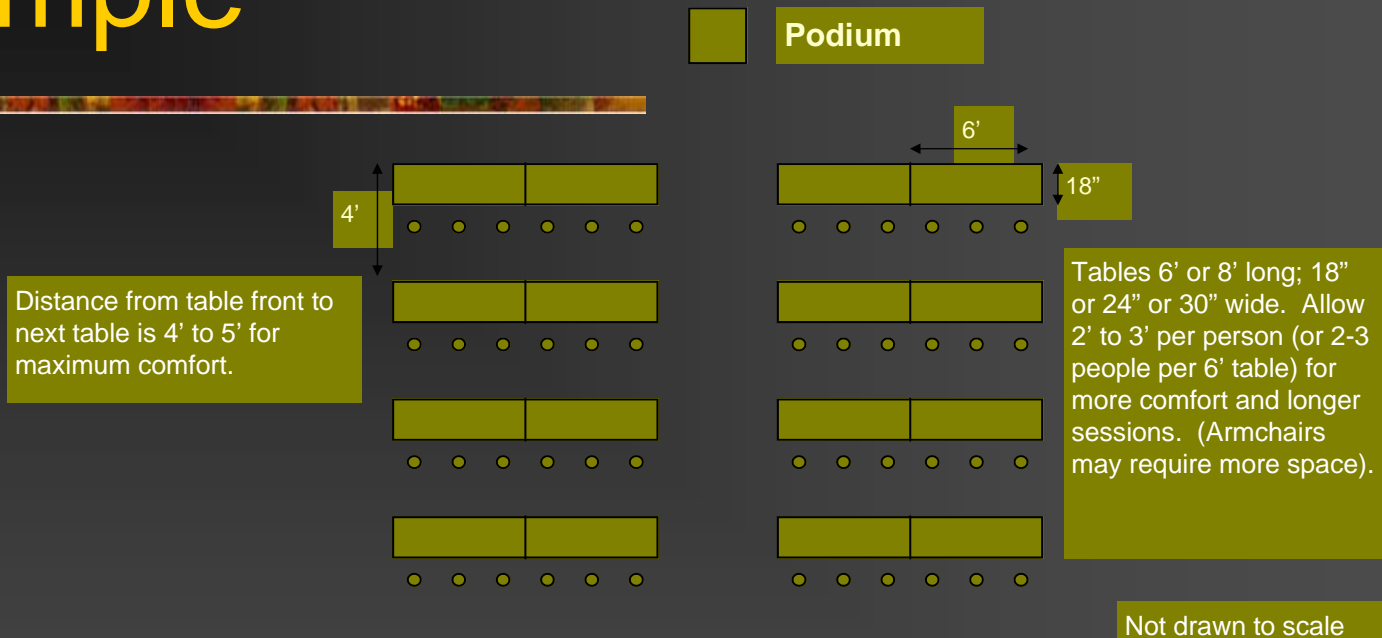
Staff Roles
Management Review: Susan
Training Coordinator: Alice
Logistics Lead: Name2
Logistics Assistant: Name3

Time Frame	Task Completion Date	Lead Assigned To	Task Description
As soon as meeting is identified	ASAP	TC - Alice LL - Name2 LL - Name2 LL - Name2 LL - Name2 TC/ED - Alice, Susan TC - Alice	<input type="checkbox"/> Contact Training Provider with requested dates/topics and sign contract if necessary <input type="checkbox"/> Complete Contact and AV Needs Worksheet <input type="checkbox"/> Determine if field visit is necessary <input type="checkbox"/> Identify State or Local agency staff to coordinate field visit (if applicable) <input type="checkbox"/> Provide Meeting Framework Worksheet to Training Provider <input type="checkbox"/> Develop general (total dollars) budget <input type="checkbox"/> Pull & review past meeting evaluations/information (if applicable)
Pre-Event Activities			
Weeks 12-14	Monday, November 19, 2001 to Monday, November 05, 2001	TC - Alice TC - Alice LL - Name2 LL - Name2 LL - Name2 LL - Name2	<input type="checkbox"/> Generate Weekly Activities Checklist and assign roles <input type="checkbox"/> Update Multi-Workshop General Schedule <input type="checkbox"/> Completed Meeting Framework Checklist returned from Provider <input type="checkbox"/> Conduct survey of facilities and obtain proposals <input type="checkbox"/> Develop Hotel Cost Comparison Worksheet <input type="checkbox"/> Obtain transportation options (Contact and AV Needs Worksheet)
Week 11	Monday, November 26, 2001	LL - Name2 LL - Name2 LL - Name2	<input type="checkbox"/> Identify AV and menu options (Contacts & AV Needs Worksheet) <input type="checkbox"/> Finalize site selection, meeting rooms <input type="checkbox"/> Generate Budget and Actual Costs Worksheet and set fee
Week 10	Monday, December 03, 2001	ALL ED - Susan LA - Name3 LL - Name2 LA - Name3 LA - Name3 LL - Name2 LA - Name3 TC - Alice	<input type="checkbox"/> Meet with Logistics and Provider staff to review checklist tasks <input type="checkbox"/> Sign the facility contract for rooms <input type="checkbox"/> Submit credit application to facility <input type="checkbox"/> Pay deposit if required <input type="checkbox"/> Set up meeting in Contacts Database <input type="checkbox"/> Generate Meeting Labels sheet <input type="checkbox"/> Contracts with instructors completed (if necessary) <input type="checkbox"/> Generate and send Save the Date notice <input type="checkbox"/> Update Annual Workshop Schedule/web site

Meeting Management Guidebook-Overview

- General information on setting up and running an event
 - Descriptions and explanations of various event related terms
 - Rule of thumb advice regarding basic event practices
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Example



Classroom (medium to large groups, all day)

Classroom set-up accommodates medium- to large-sized groups and is the most often used style of meeting arrangement. It works well for all sizes of gathering, especially where group interaction and note taking will take place. Tables and chairs are set up so that the attendees all face the presenter. A herringbone set-up is a variation of the classroom set-up where the tables are set at an angle in relation to the front of the room, allowing for, in most instances, an unobstructed view of the presenter.

The following points should be taken into consideration when planning for a classroom set-up:

- Distance between the tables
- Spacing between persons seated at the tables
- Table width
- Drapes and linens for tables
- Aisle space between tables (usually running down the middle of the room)

Guidebook

- Can be used separately or in conjunction with the manual.
 - Guidebook is referenced throughout the manual
 - Written by Joy Motheral for another government grant and modified to conform with MARAMA guidelines
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Intra-disk Links

- ELMO/workshops/...
 - Reference where sample documentation can be found on Alice's Computer
 - Currently there are no links to the identified documents
 - Job Aids
 - Links to the sections in the manual for each task identified
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Training Providers

- Regional Consortia
 - MARAMA
 - NESCAUM
 - CenSARA
 - WESTAR
 - Metro 4/SESARM
 - LADCO
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Training Providers (con't.)

- Training Providers
 - CARB
 - Rutgers Air Compliance Center
 - NESCAUM Clean Air Academy
 - Air Pollution Training Centers
 - Contractors
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Training Providers - APTC

- Air Pollution Training Centers
 - University of Cincinnati
 - University of Texas Arlington
 - University of Illinois Chicago
 - Rutgers, The State University of New Jersey
 - CalPoly
 - Contractors
 - Jerry Crowder
 - Leo Stander
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Training Providers

- Each Air Pollution Training Center includes:
 - List of APTI courses they can teach
 - At the training centers
 - On the road
 - Contact information and web site links
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Course Listing

- EPA EOG
 - APTI
 - Satellite
 - Virtual Classroom
 - Self Instructional
 - NETI
 - CARB
 - Rutgers
 - NESCAUM Clean Air Academy
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Links – Course Listing

- Consolidated Calendar
 - On-line course descriptions
 - Organizational web sites
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Comments

This is our first attempt, we welcome any comments and suggestions for future “Resource Disks”

Please send your comments and suggestions to Alice Lutrey, MARAMA
alutrey@marama.org

Special Thanks

Susan Stephenson
MARAMA Air Quality Planner

Susan Wierman
MARAMA Executive Director

Joy Motheral,
Systani, Inc
