1. **Class size** – Minimum is 20, maximum based on location size.

2. **Registration Fees** - $1,299 full cost. Discounted course registration fees are listed at [https://livinginplace.institute/professionalsfaq#HowmuchdoesCLIPPtrainingcost](https://livinginplace.institute/professionalsfaq#HowmuchdoesCLIPPtrainingcost)

3. **Class Dates** – Mutually agreed, final confirmation of event minimum 3 months prior to class date.

4. **Class Attendees** – All professionals responsible for design, management and project specifications, including designers (kitchen & bath, interior designers, decorators, etc.), architects/developers/builders, contractors, lighting specialists, smart technology system integration designers, medical providers (OTs, PTs, physicians, nurses, etc.), non-profit and government design/construction staff, home inspectors, others by request.

5. **Sponsors** - Sponsors are invited to participate in sponsoring CLIPP classes at different levels, amounts may change based on number of attendees, etc.
   a. Required
      i. Individual Sponsors
         1. **Host Sponsor** - $1,000 plus classroom space. Or provide space and all food.
         2. **Class Manual Sponsor** – $1,000 per twenty attendees. Manual will include Sponsor logo.
         3. **Instructor Sponsor** – $3,000 ($1,000 travel expenses plus $2,000 Instructor fee)
      ii. Sponsors will have access to class attendee contact information.
      iii. Sponsors will be given 1-3 minutes at the class beginning to talk to the class.
      iv. Sponsors may be given 1 to 5 minutes to discuss their products during the appropriate class section, if products are pertinent to the training manual, at the sole discretion of LIPI.
   b. Optional
      i. **Scholarship Sponsor** – Amount based on the amount the Scholarship Sponsor wants to offer to offset part of each individual attendee’s registration fee. Example 20 attendees $50 Sponsor Discount each = $1,000 or 20 attendees $200 Sponsor Discount each = $4,000
      ii. **Door Prize Sponsor** - Provide products, coupons, etc.
      iii. **CLIPP Course Sponsor** – All categories above

6. **Event Promotion**
   a. Sponsor(s) will actively market the class to multiple associations through direct contact, meeting announcements, etc. (NKBA, NARI, ASID, AIA, IIDA, IDC, AOTA, ASHI, SCSA, etc.)
b. LIPI will actively market the class nationally (or internationally as appropriate).
c. NKBA will post the class online nationally (or internationally as appropriate).
d. LIPI can provide promotional fliers and links for registration. Sponsors will be identified on the fliers, including logo and links.

7. Attendee Registration
LIPI will create and manage all registration documents.

8. Parking
   a. Parking close by, free or validated by Location Sponsor.

9. Training Area Responsibilities of Location Sponsor
   a. Access - All areas must be accessible for all attendees. Minimum is ADA compliant, or equivalent in other countries.
   b. Tables –
      i. Sign-in - One draped table near classroom entry.
      ii. Product Display – One draped table (72x30x30) in the classroom - can be the same as the sign-in table.
      iii. Lunch and Break – Two draped tables (72x30x30). Either outside or within training area.
      iv. Attendees - One draped table (72x30x30) per two attendees.
   c. Chairs - Must have padded seats and backs, arms optional.
   d. Projector – Provide a wide-screen projector - Instructor can bring a projector if LIPI notified two weeks prior to class.
   e. Screen Options – must be pre-approved by LIPI
      i. Large screen, approximately 7 feet wide
      ii. Large monitor(s)
      iii. Appropriate blank wall
   f. Podium - Provide a podium (can be a table with a draped box) and a bar-height stool.
   g. Electrical and AV cords - Must be secured to the floor and clearly marked to prevent accidents.
   h. Experiential Meal Set-up - Day One only
      i. Per twenty attendees - Two draped (72x30x30) tables
      ii. Refrigerator space for food and beverages for number of expected attendees.
      iii. Trash/recycle receptacles.
   i. Privacy and/or minimal disruption from Sponsor staff or clients.
   j. Room trash/recycle containers emptied each day.
   k. Room clean up each day.

10. Storage Responsibilities of Location Sponsor
   a. Provide storage space for a few days before the training. Instructor will contact Sponsor prior to training if storage is needed.
   b. Receive shipments from LIPI and help with shipping out LIPI goods after the training.

11. Copying
   a. All course and agenda materials will be supplied by LIPI. Instructor may ask Location Sponsor for any last-minute printing, sign-in sheets, etc.
12. One Day Before the Training
   a. **INSTRUCTOR ARRIVAL** - The Instructor will usually arrive two days before the class to minimize travel conflicts. On the day prior to the class Instructor will set up area, set out manuals, etc. A week prior to class date Instructor will let you know their arrival time.
   b. **RENTALS** – If any items have been rented, tables, chairs, podium, etc., they should be delivered and setup no later than early afternoon – Instructor may rearrange tables, etc. based upon class size and room layout. Please check the items when delivered and report immediately to the Instructor if something is damaged or missing. Return of rentals should be scheduled no sooner than 5:00 PM on Day Two, or the day after training.
   c. **AV EQUIPMENT** – If the Instructor will be using your projector/screen or monitor wall, ensure that they are all working properly.
   d. **TRAINING MATERIALS** – Make sure all materials that have been shipped to you are in the training room.
   e. **LAST MINUTE NEEDS** – The Instructor may need last minute printing or copying needs.
   f. **WI-FI** – Make sure your Wi-Fi is available and make a sign for the login information and place it on the Sign-In table.

13. Day One of the Training
   a. **ARRIVAL** – Attendees are asked to arrive by 7:00 AM with class starting promptly at 7:30 AM. (times may vary for some locations)
   b. **SIGN IN** – There should be a dedicated Sign-In and Sign-Out area for nametags and sign in sheets. Instructor will bring those materials. Discuss with the Instructor the most appropriate area for both days.
   c. **CONTINENTAL BREAKFAST** – HOST SPONSOR will have all set up and ready prior to attendee 7:00 AM arrival. Continental breakfast items (muffins, fruit, yogurt, etc.) and all set-ups, small plates for breaks. All food and utensils must be kept on plates, etc., never directly on the table.
   d. **BEVERAGES** – HOST SPONSOR will have coffee/hot water dispensers ready by 7:00 AM, with all necessary supplies (cups, stirrers, cream, sweeteners, tea, napkins) and trash/recycle containers. Bottled water, juice, sodas, tea, etc. should be either in a refrigerator or container with ice, available all day for attendees to help themselves during the class.
   e. **SPONSOR INTRODUCTION** – Attendees introduce themselves as the first class activity. At the end of the attendee introductions, SPONSORS will be allowed 1-3 minutes each.
   f. **ATTENDEE QUESTIONS** – During scheduled breaks, both days, attendees may tour your showroom / facility and ask questions or request demonstrations.
   g. **LUNCH - EXPERIENTIAL MEAL** – LIPI will either #1 - place order for pickup/delivery from a grocery chain, #2 - provide shopping list and/or work directly with HOST SPONSOR for food items, etc. All food and utensils must be kept on plates, etc.
   h. **BREAKS** – Please have snack and beverage items on the Food Table about 15 minutes prior to each break. All food and utensils must be kept on plates, etc., never directly on the table.
   i. **END OF DAY ONE** – 5:00 PM.
   j. **CLEAN UP** – Please empty all trash and clean tables and areas.
14. Day Two of the Training

a. **ARRIVAL** – Attendees are asked to arrive by 7:00 AM with class starting promptly at 7:30 AM. (some locations times may vary)

b. **SIGN IN** – There should be a dedicated Sign-In and Sign-Out area for nametags and sign in sheets. The Instructor will bring those materials. Discuss with the Instructor the most appropriate area for both days.

c. **FOOD SPONSOR - CONTINENTAL BREAKFAST** – Is the responsibility of the Sponsor, ready prior to attendee 7:00AM arrival. Continental breakfast items (muffins, fruit, yogurt, etc.) and small plates for breakfast/snacks. All food and utensils must be kept on plates, etc., never directly on the table.

d. **FOOD SPONSOR - BEVERAGES** – Make sure the coffee/hot water dispensers will be ready by 7:00 AM, with all necessary supplies (cups, stirrers, cream, sweeteners, tea, napkins) and trash/recycle containers. Bottled water, sodas, tea, etc. should be either in a refrigerator or container with ice, available all day for attendees to help themselves during the course.

e. **SHOWROOM TOUR** – There will a 30-minute tour of the Location Sponsor’s facility before lunch on the second day. Your staff is invited to conduct this tour with Instructor’s assistance.

f. **FOOD SPONSOR - LUNCH** – Order an assortment of box lunches and work directly with LIPI for all food items, especially for any food restrictions reported to LIPI during registration. All food and utensils must be kept on plates, etc., and never placed directly on the table.

g. **FOOD SPONSOR - Please have snack and beverage items on the Food Table about 15 minutes prior to each break. All food and utensils must be kept on plates, etc., never directly on the table.

h. **SHIPPING OUT ITEMS** – If necessary, the Instructor will pack up items for shipping. They will have made prior arrangements for pickup & shipping of these items but will need to know where to leave them for pickup.

i. **RENTAL RETURNS** – If necessary, returns should have been scheduled for pickup no earlier than 5:00 PM on Day Two, or the day after training or on the next day. Please coordinate and confirm returns with Instructor.

j. **CLEAN UP** – We want your space to look spotless after we have packed up. Location Sponsor will dispose of all leftover food items. If time permits, the Instructor will help with general clean up.

k. **DEPARTING ATTENDEES** – If attendees need assistance with their own prearranged travel plans, you may be requested to assist by calling a taxi, ride share company, shuttle, etc. Some attendees will bring luggage with them on Day Two. Please arrange a storage area during Day Two.

l. **VACATING FACILITY** – Instructor should be packed up and ready to leave no later than 6:00 PM.