

Trainer Handout

Thank you for supporting FIRST's training efforts! We appreciate your time and effort. FIRST aims to keep the administrative effort low for you. Please review the following information and let us know if you have any questions.

Safety

Your safety is of the utmost importance to FIRST. We will only ask you to go to places that we and you feel are safe. Nevertheless, please check your government's travel advice and let us know if you have any concerns. If you are traveling and need assistance, please contact us at first-sec@first.org or training-coor@first.org.

Expenses

FIRST will reimburse you for expenses according to its policy <https://www.first.org/about/policies/travel-policy>. Briefly:

- An economy flight to the location. For flights longer than four hours, FIRST will pay the reservation for a seat in Economy class. At its own discretion, FIRST may approve an upgrade to Economy Plus.
- The hotel expenses for the nights needed to give the training.
- A per diem based on the rates from the US State department: (https://aoprals.state.gov/web920/per_diem.asp).
- No other expenses can be reimbursed. Food is covered by the per diem. If food is provided by the event, please deduct the cost of the food from the per diem.
- FIRST will reimburse local transportation. Trainers are encouraged to use a cost-effective means of transportation, i.e., public transportation, if it is feasible. We will only reimburse rental cars if this is the cheapest option or if no other suitable means of transportation is available.
- Please use the 'Expense Report' spreadsheet to submit your expenses: <https://www.first.org/about/policies/travel-policy>.
- You absolutely must submit the receipts, except for expenses claimed under the per diem or travel booked through the FIRST travel site, to ap@first.org.
- All expenses and receipts should be submitted within 30 days of the completion of the training to ap@first.org.
- You do not have to submit receipts for your personal meals.

Notes:

- Flights can be booked though FIRST's travel site: <https://www.amtrav.com/>. All the travel expenses are then taken care of. Access can be requested from first-sec@first.org.
- Often, the organizer of an event will offer to book your accommodation. You can do this yourself if you prefer and claim your expenses from FIRST. We recommend using the official conference location, but you are free to choose an equivalent venue.

Training Material

All official training material is available on the FIRST Training Website: <https://www.first.org/education/trainings>. You are free to use other material if there is no FIRST material that fits, and the copyright permits this. Please inform us in advance if you do so. FIRST appreciates if you donate any training materials and will publish them under a creative commons license. Our goal is to make materials as widely available as possible.

Social Media

We love to post about our events. It creates visibility for FIRST and the volunteer efforts its members provide. Thus, we ask for your help in providing us a few photos of the training event, which we can post to Twitter or Facebook. Please ask for participants' permission to post photos on our site. Please send to first-sec@first.org.

We greatly welcome blog posts. If you're interested in writing one, please get in touch with us at first-sec@first.org, and we will work with you to get it published.

Conduct

We expect all persons attending a FIRST event to behave in a professional manner and abide by the FIRST code of conduct: <https://www.first.org/about/policies/code-of-conduct>. This applies to the trainers as well as the participants. Please inform participants about the code of conduct. If there is an issue, please contact us at conduct@first.org or notify a staff member on site.

Feedback

FIRST will collect feedback from participants and will share results with the trainers. We are also interested in your feedback. FIRST is using an online service for this; therefore collecting the email addresses of attendees is important.

Questions?

Please write us at first-sec@first.org.

Logistics and Organization

Good preparation is essential for a successful training course. Please provide us with the following information so that we can organize in advance.

1. A short biography of yourself. You may also provide a photo (optional).
2. A png/jpg file of your signature, which will be on the Certificate of Participation given to the participants of your training course.
3. Program Information:
 - Course Level (beginner, intermediate or advanced):
 - Pre-requisites:
 - Materials:
 - Training abstract:

4. Program Agenda, please adapt to your needs:

08:00-09:00 Registration
09:00-10:30
10:30-10:45 Break
10:45-12:30
12:30-13:30 Lunch
13:30-15:30
15:30-15:45 Break
15:45-18:00

5. Travel details: Once you have booked your travel, please send us the following information:
 - Flight:
 - Hotel:
 - Visa:
 - Immunizations:
 - Cost: