The ETTA aims to provide appropriate environments for delivery of all its courses. The purpose of this document is to enable anyone hosting the ETTA’s Basic Disability Awareness Training Workshop to know what equipment is required and their responsibilities. Please complete the venue address details along with an emergency contact number for the day and sign, to show you have read and understood the requirements then return to the address below.

**General Information**

- Access to the venue is normally required from 09:00 to 16:30 on the day of the course.
- The venue should meet the requirements of the Disability Discrimination Act 1995.
- While the course is running, access to the playing hall will be required from about 12 noon through till about 3.00pm, it would be helpful if there was no other activity taking place during this time.
- Preferably a separate seminar room is required although, provided the acoustics and heating were acceptable, an area of the sports hall could be used.
- A flipchart or a wipeboard will be needed.
- 4 table tennis tables will be required along with nets these must be wheelchair friendly i.e. any roll bar must be a minimum of 40cms back from the end of the table.
- If the sports hall is used as a seminar room ensure comfortable seating is available.
- Tea / Coffee making facilities will be required for breaks.
- If possible a light buffet lunch should be provided but if not delegates and tutors should be advised.
- In winter, appropriate heating must be available.
- Participants should wear clothing suitable for the practical sessions.

**Setting up the Venue:**

ETTA tutors will need to concentrate on preparing the seminar facility to deliver the course, and then meeting and greeting candidates. Please, therefore, ensure that:

- There are enough people available to assist with the setting up of equipment in the playing hall and seminar facilities.
- Any seminar rooms should be set out in theatre style.
- The ETTA tutor will bring and set up any visual aid equipment.

**Venue Details:**

Please use BLOCK CAPITALS when completing the following information.

<table>
<thead>
<tr>
<th>Name and address of Venue:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is adequate free car parking available at the venue: Yes No</td>
<td></td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Contact email:</td>
<td></td>
</tr>
</tbody>
</table>

Any queries please contact; Judy Rogers,
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