

The minimum requirements for hosting an event for the International Center for Education are as follows. This is not a contract for services, but a listing of our minimum requirements.

Anticipated Attendance: 25-40 attendees (minimum of 10 paid attendees required)
Event Times: (7:30 Setup) 8:00am-3:00pm

Room Needs

- Room in U-shape (preferred) or classroom seating to be able to accommodate anticipated attendance.
- Front table in corner for presenter materials (handouts, certificates, games, etc.)
- Front table in front of the screen for the presenter to place materials and their computer.

Catering Needs (Setup by 7:50am)

- Coffee with supplies* (creamer, sugar, stir sticks, etc.)
- Assorted pastries or donuts*

*These will be reimbursed for the appropriate attendee count. ICE may bring in our own per your request if on-site catering is not available (this is common).

A/V Needs

- Projection Screen
- Projector w/ VGA cord or appropriate adapter
- Connection for laptop to sound system or speakers
- Connections run to the presenter's computer on the front table.

Other Requirements:

Wi-Fi access is required for all attendees and presenters for all of our programs. Additionally, parking must be free to attendees and onsite.

All correspondence and quotes should be sent directly to Kevin Steele at kevin@icecollaborate.org. You may contact Kevin via phone at 219-508-4801 for further clarification of our request.