

## **FACILITY, EQUIPMENT, AND SUPPLY REQUIREMENTS-DRIVER EDUCATION ASSESSMENT**

### **NHTSA Information for State**

The Conference and Work rooms (especially the Work room) must be available to all team members 24 hours a day for the duration of the assessment (Sunday PM through Thursday/Friday AM). The Work room must have the capability of being locked due to the presence of electronic equipment provided by the State and potentially sensitive program information. Generally, only the person selected to lead the technical assessment team, the administrative consultant, and NHTSA personnel are provided with a key to this room.

### Equipment and Supplies

In order to prepare the draft final report at the conclusion of the assessment, the technical assistance team requires the following technical support on site:

- The Conference and Work rooms must have internet access, either wireless or wired for each computer for the duration of the assessment. Due to the number of laptop computers being utilized and moved between the Conference and Work Rooms during an assessment, wireless connectivity to the internet is preferred for laptops.
- Up to five (5) laptop computers pre-loaded with the Windows XP operating system and Microsoft Word 2003 or more up-to-date software (the same version of the operating system and word processing programs must be on all computers provided). Note: Some team members will bring personal laptop computers with the required operating system and word processing software. Once team member selections have been finalized, each team member will need to confirm with the State as to whether a laptop computer will be required;
- One (1) desktop computer, color monitor, with a hard drive capable of handling the Microsoft Windows XP operating system and Microsoft Word 2003 software, with at least two USB ports, and an 16X or higher CD Rom;
- Laser Printer for Desktop Computer in Work room - A *high-speed* laser printer with Universal scalable font and paper, including an extra toner cartridge for the printer;
- Digital Projector and Screen - One (1) digital projector and one (1) screen that can be moved between Conference and Work rooms, dependent upon need during interview sessions or preparation, revision, and review of the final report by team members;
- A *high-speed* collating photocopy machine in the Work room (the team will consume approximately 2,500 pages of copy paper during the preparation of the draft Final Report);
- A telephone with speaker phone capabilities in the Conference room, depending on whether a teleconference call is required for an interview session;
- Access to and use of a fax machine;

- Two (2) easels with six (6) easel paper pads (preferably Post-It easel pads), different colored markers, and one (1) roll of masking tape;
- A wall map of the State with training sites clearly marked;
- Table tent cards with the names of all team members and NHTSA officials for the Conference room;
- Extension cords and surge protectors for all computer equipment in both the Conference and Work rooms; and
- The following office supplies:
  - Stapler (capable of stapling 60 pieces of paper), staples, staple remover, scissors,
  - Tape - cellophane (in addition to masking tape already listed above),
  - Binder clips – small and medium, for materials provided during interview sessions and the draft final report,
  - Writing tablets, either blue or black pens, red pens (for editing), post-it notes,
  - Paper for copier and printer (approximately 5 reams, 500 sheets per ream)
  - Yellow highlighters.

**NOTE:** 1) All equipment should be tested before the technical assessment begins to ensure that it is working properly. 2) All equipment should be set up Sunday afternoon prior to the technical assessment team arriving at the host facility.

### Conference Room

The size of the Conference room is determined by how many participants the State chooses to involve in the briefing at any one time. The technical assessment team and facilitators consists of 8 individuals, including five subject matter experts, the administrative consultant, one NHTSA Headquarters representative, and one NHTSA Regional Office representative. Therefore, this room should comfortably accommodate the 8 team members and facilitators, in addition to the maximum number of interviewees for any given session. Past experience has shown that a Conference room capable of seating 25-30 individuals is generally adequate as this room will also be used by the team to present its major recommendations in the draft version of the final report to the State on Friday morning of the assessment week. Desk chairs for the expert team. Tables in the Conference room should be set up so as to allow informal discussion with the presenters. A U-shaped or horseshoe-shaped arrangement works well depending upon the design of the room. There should be ample room and chairs for any observers or other participants the State chooses to invite.

## Work Room

A separate work room should be available only to the technical assessment team members to discuss and prepare the draft Final Report in between interview sessions and after the interview sessions are completed. It must be set up with a personal computer (PC), copy machine, and office supplies. This work room must be available 24 hours a day. Office type desk chairs are preferred.

This room should be in close proximity to the Conference Room and should be capable of being locked when team members are not present. Only team members should be provided with access cards or keys to this room due to the materials and equipment contained within the Work Room.

**NOTE:** The table on the following page may assist the State in obtaining cost quotes from potential hotels or conference centers to host the Driver Education Program Technical assessment, in addition to providing guidance to host facility personnel responsible for preparing the Conference and Work rooms for the technical assessment:

	Conference Room Set Up	Conference Room Food & Beverage	Work Room Set Up	Work Room Food & Beverage
<b>Sunday</b>	PM/evening – set up the room for approval by the Assessment Team	evening reception and dinner service for 10-15 (depends on # of state personnel in attendance);	conference table for 10, skirted 6' table for computer/printer; skirted 6' table for materials	none
<b>Monday &amp; Tuesday for 3 &amp; ½ day assessment</b>  <b>Tuesday thru Wednesday for 4 &amp; ½ day assessment</b>	hollow U for 13 (five on each side, three at bottom); space for screen and LCD projector* on cart at open end of U; perimeter seating for 10	continental breakfast/coffee service for 10-15 (depends on # of state personnel in attendance); refresh coffee at morning break, refresh room at lunch break; afternoon snack and sodas for 10-15	conference table for 10, skirted 6' table for computer/printer; skirted 6' table for materials	none
<b>Wednesday or Thursday depending on length of assessment</b>	Nothing needed		conference table for 10, skirted 6' table for computer/printer; skirted 6' table for materials	<i>continental breakfast/coffee service for assessment team and NHTSA 8-9: Increase by # of state personnel that will be on-site); refresh coffee at morning break, refresh room at lunch break; afternoon snack and sodas for same # as above</i>
<b>Thursday or Friday depending on length of assessment</b>	head table for 5; theater style seating for 20	continental breakfast for 15-20 (depends on # of attendees expected to attend the report-out)	conference table for 10, skirted 6' table for computer/printer; skirted 6' table for materials	