

AJA SEMINAR COHOST INFORMATION

Cohosting an AJA seminar provides many jails with the opportunity to offer quality, professional training to their staff, even when faced with budgetary constraints and inadequate staffing. The cohost will receive five complimentary tuitions when the seminar has been confirmed. The cohost may also purchase additional seats at the early registration discount price.

We are all looking for ways to keep attendee cost down. One way is to utilize training facilities and transportation of the cohost facilities. If this would be an option at your facility, please let us know!

Following is information regarding the division of responsibilities between the American Jail Association and the cohost agency/organization:

AJA will be responsible for:

1. Announcing the seminar nationally in the following ways: a) AJA's training calendar, b) a brochure which will be mailed to all AJA members and U.S. jails, c) *American Jails* magazine, and d) AJA's website.
2. Collecting participant registration fees and maintaining a participant registration list.
3. Negotiating a contract with a local hotel suitable to house the participants and conduct the training.
4. Providing expert instructors to conduct the training; including instructor fees, lodging, per diem, and administrative and clerical costs.
5. Providing class handouts, agendas, name badges, participant lists, supplemental training materials, and participant certificates of attendance.

The Cohost Agency/Organization will be responsible for:

1. Providing transportation to/from the airport for instructors and AJA staff.
2. Providing requested audiovisual equipment.
3. Sponsoring coffee breaks for participants.
4. Hosting a facility tour (including transportation) on Monday or Tuesday.
5. Promotion around the state of seminar.
6. Provision of a training site if applicable.

AJA reserves the right to cancel a cohost seminar if the pre-determined number of students (usually 17) has not enrolled within 30 days of the start of the program.

2012 COHOST INTEREST FORM

Topic of Interest: _____

Contact Name: _____ Title: _____

Agency/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ Fax: _____

E-Mail _____

For consideration, please submit form no later than June 30, 2010

For further information, contact:
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