

## DEVELOPMENTAL DESIGNS INSTITUTE HOST RESPONSIBILITIES

**The minimum number of registrants required for a Summer Institute is 50. In order to ensure an Institute is successful, we ask that you provide:**

1. A contact person who will support coordination before and during the Institute.
2. Reach out to local and regional leaders and educators in your professional network via fliers, promotional e-mails, etc. provided by The Origins Program.
3. Assistance with a building /space use application, if needed.
4. A building diagram.
5. Space use in exchange for a minimum of 2 host credits for two staff to attend the institute.
6. Custodial services during the institute, including set-up.

### **Successful host sites feature:**

1. At least 4 fully air-conditioned classrooms, each large enough to accommodate a circle of chairs for up to 31 adults
2. LSD Projectors
3. At least 200 **adult-sized** chairs
4. At least one fully air-conditioned community space, such as a cafeteria, gymnasium, media center, or auditorium
5. Access to mass transportation, such as subways/trains and city buses
6. Access to parking for attendees (where applicable)
7. Access to outdoor space (where applicable)

Questions? **Contact us at:** [Origins@originsonline.org](mailto:Origins@originsonline.org) | 612-822-3422 | 800-543-8715