



Thank you for your interest in training offered by the BC Forest Safety Council (BCFSC). The following information summarizes the process required in order to host in-person training by request.

Kindly review the information on pages 1 - 2, then provide the required information by completing the fillable form on page 3 and returning it to BCFSC.

If you are uncertain of the group size, indicate a range of numbers (i.e. – 6, 8, 10, 12, etc.) and we will provide multiple quotes. Once a quote is accepted, we confirm the date(s) and book the instructor. Prior to the training date, course materials will be shipped – possibly directly to the contact person you indicated on the form.

NOTE: There are specific requirements to meet regarding the meeting space. Review the following checklist to confirm that your intended venue will meet our training course delivery needs:

VENUE SET-UP:

ROOM (tables and chairs) CONFIGURATION

- Option 1 - Classroom-style rectangular tables (with 2 people per table if 6' long or 3 people if 8')
- Option 2 - U-shape layout (ensure sufficient spacing between chairs)
- Option 3 - Round tables with no more than 4 people per table (3 if smaller table)
- Chairs for participants should be comfortable (padded is best, if available)

If able to, kindly include a few photographs of your intended meeting space to confirm its suitability.

PROJECTION / VIDEO / INSTRUCTOR'S NEEDS

BCFSC training courses include PowerPoint and web-based elements. Wi-Fi access must be available.

- A Wi-Fi connection with at least 50 Mbps download speed and 10 Mbps upload speed is required
- Provide the instructor with Wi-Fi log in instructions including password
- Video projection surface - white screen or large monitor able to connect to the instructor's laptop/projector
- Chair and table for instructor's equipment (projector, laptop computer, etc.)



OTHER RELEVANT DETAILS / IMPORTANT CONSIDERATIONS

Flipchart easels/pads & pens - Two flipcharts preferred, but minimum of one. Include sufficient marker pens. If not available, a large whiteboard and markers is acceptable.

Venue conditions and participant comfort - Is there adequate / suitable lighting? Heated and/or air-conditioned (seasonal considerations)? Adequate spacing is important. Depending on the course type, is there enough space in the room for break-out group activities?

Catering - Will it be provided for participants and the instructor? If not, indicate on the form so instructor can arrange to provide their own lunch.

Host Group 'point person' - Please have someone on-site prior to the start of the session – to provide access for the instructor and allow for a smooth start to the day as participants arrive. This “session coordinator” should also communicate with participants prior to the session date, to ensure they are aware of the start time, location, etc.

Note: Participants may need to refer to WorkSafeBC's OHS Mobile App during the Due Diligence for Forest Supervisors Course and the Joint Health and Safety Committee Course.
[Click here to download the App.](#)

If you have any questions regarding the suitability of your intended venue, please feel free to ask.

Thank you,

BC Forest Safety Council Training Department
Unit 8C – 2220 Bowen Road
Nanaimo, BC V9S 1H9
Toll free: 1-877-741-1060
Email: training@bcforestsafety.org

CANCELLATION POLICY FOR TRAINING SCHEDULED BY REQUEST

We offer the following terms if unanticipated cancellation by the host group occurs, and written notice is given to BCFSC:

- a) prior to 14 calendar days - no cancellation fees will apply
- b) prior to the trainer commencing travel but less than 14 calendar days notice - \$250 cancellation fee will apply
- c) once the trainer is enroute - full payment will apply

When training has been delivered, the invoice issued will be based on the accepted quote.



Thank you for your interest in hosting BC Forest Safety Council training courses at your company's location. We can prepare quotes for your consideration, based on the information you provide on this form.

Important Notes:

- Sufficient advance notice is required to ensure instructor availability, and to provide adequate prep time
- If a quote is accepted, the all-in cost (and invoice) shall be based on indicated group size
- If a scheduled course is cancelled by the host group less than 14 days prior to the course date, BCFSC policy is to charge a \$250 short-notice cancellation fee per each cancelled course. Once the trainer is en route, full payment will apply.

Complete all sections below, then send completed form to: training@bcforestsafety.org

1) General Information:

Name of company / organization:

Indicate training course(s) you would like to host:

Is the group of participants from harvesting or manufacturing?

Please provide details:

(ie – silviculture, mill type, logging)

Do you have specific dates or preferred time lines in mind?

Preferred session start time (standard is 8:00 a.m. but is flexible to best meet your group's needs):

What is the anticipated number of participants?

(quote is based on this number; if uncertain of the group size, indicate a range of numbers – ie: 6, 8, 10, 12)

Does your facility meet the room set-up requirements listed on page 1?	Yes	No
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Is catering provided for the participants and the instructor?	Yes	No
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Location of Training (street address, name of venue):

Name and cell number of person who will be on-site to provide access to the training room a minimum of 45 minutes prior to the session start time. This person shall also be considered the session "greeter / coordinator" for the participants:

2) Contact details of person whom training materials and invoice can be sent to:

Name:	Email:
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Main Phone:	Cell Phone:
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Mailing Address (we ship via Canada Post Xpress Post):
