

PREPARING FOR THE TRAINERS

We understand that the costs associated with the dismantling racism process can be of concern -- everyone is working on tight budgets with many priorities. We appreciate all that you are doing to facilitate the process in your organization. We will do what we can to keep our costs as low as possible. We also know from years of experience what we need in order to be able to do our very best job for you (if you read between the lines, you can get a sense of some of the experiences we have had which have led us to spell out these particular needs)!

We do have some requirements designed to reduce the stress of frequent travel, and to provide as much comfort and convenience as possible for trainers when away from home. Thank you in advance and please let us know if you have any questions or concerns at all.

AIRFARE

Once we have agreed on a schedule, and unless otherwise specified, we will book our own flights. We are not always able to book the least expensive flight; however we will make every effort to find a reasonable airfare in order to keep costs down. If your organization makes a change in the schedule for our time with you, we may need to change our flight time. You will be responsible for any fees for these changes.

GROUND TRANSPORTATION

Because we are often on the road for long periods with extra baggage and briefcases, we do not take public transportation to and from the workshop site. If you are unable to arrange for someone in the group to meet us at the airport, we will either arrange for a taxi or rental car.

MEALS

We will make every effort to eat planned meals with the participants; however it is sometimes necessary for us to eat separately for planning or other reasons. In these cases, you will be responsible for the cost of the meal and we are happy to follow your organization's meal guidelines. If

your organization does not have guidelines, our policy is to do our best to stay within \$55 a day for meals per person.

LODGING

We require separate rooms with individual bathrooms for all trainers. The rooms should be in a hotel with a restaurant or within safe walking distance of a restaurant unless other arrangements are agreed to prior to the workshop. If any trainer feels uncomfortable or unsafe in the room provided, we will change to another facility. We will make every effort to include you if any change needs to be made; however you will be responsible for the cost of the room at the new facility.

We recognize that these needs cannot be accommodated at every location. If anything listed here presents a problem for you, please contact us as soon as possible to discuss alternative arrangements.