



nationalcharretteinstitute

**Agreement for Training Services  
NCI Charrette System™ Training for the City of La Crosse, WI  
June 23-25, 2014**

NCI will provide the City of La Crosse, WI (client) with in-house training in the NCI Charrette System™ for a maximum of 32 attendees. The training will be held from 9:00 AM to 4:30 PM daily from 6/23/14 to 6/25/14. Please note: Only participants who complete the training in its totality will receive a NCI Charrette System™ certificate.

**National Charrette Institute will provide:**

1. One instructor for the NCI Charrette System™ training.
2. Course manuals, posters, materials and supplies to be used for activities and exercises.
3. Certificate of completion for each attendee who completes the training in its entirety.

**Client will provide:**

**Logistics:**

1. Reimbursement for round trip travel for one NCI trainer to the training facility.
2. Reimbursement for lodging and meals for one NCI trainers near the training, as the travel itinerary requires.
3. A completed questionnaire provided by NCI regarding the desired outcomes of the trainings.
4. The training facility location.
5. Nametags for the attendees and NCI trainer.
6. A complete list of attendees (including first and last name, company/organization, city, state, and e-mail address) at the conclusion of the training.
7. One helper/assistant (may be a student if applicable) to assist the NCI trainer and the NCI Program Coordinator with logistics leading up to the training and to assist the NCI trainer throughout the trainings.
8. Four case studies and one leader for each case study who is knowledgeable about the project. \*\*See attached "NCI Charrette System Case Study Requirements" for details on case study preparation.

**Room Set up and Materials:**

9. Room layout of 4 rectangular or round tables, eight chairs to a table
10. Power strip and cart or table with extension cord for projector
11. Lectern/podium
12. Digital Projector
13. Audio system/speakers for video off NCI laptop
14. P.A. if necessary
15. Large projection screen (6-feet or wider) or light colored blank wall
16. Four full-size, floor-standing flip charts and flip chart markers
17. Coffee, tea and water for the NCI instructors and the participants


**Terms:**

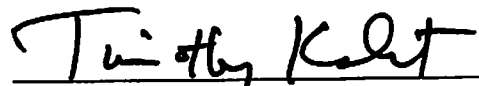
- **Training fee:** \$13,800 for 32 attendees. Please note that the course limit is 32.
- **Reimbursable expenses:** reimbursement for travel, meals, lodging, supplies, printing, and shipping.
  - A deposit of \$ 6,900 and signature of agreement is required to finalize this agreement and secure the training dates.
  - The balance of \$6,900 will be invoiced following the training and is due 15 days from receipt.
  - Reimbursable expenses are due 15 days from receipt of invoice following the trainings.

**Cancellation and Rescheduling:**

**Client may reschedule the training one time with agreement from NCI.**

A complete cancellation of the training by the Client results in a forfeiture of the entire training deposit listed above. We reserve the right to charge an additional 10% fee plus any additional actual expenses incurred for trainings rescheduled by the Client within 45 days of the above listed training dates.

  
Bill Lennertz, Executive Director  
National Charrette Institute

  
Trinity Kolt  
City of LaCrosse WI