



Kitchen Culture Education Technologies Inc.

and its subsidiary

"The Home Tissue Culture Group"

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501(c)(3) Tax Exempt - Public Charity 170 (b) (1) (A) (vi)



Criteria for KCET/HTCG Workshop

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|----|---|
| 1 | Room large enough for 6-10 long folding tables (usually measuring 30"x60" or 30"x84"). Examples at link below. Table tops must be resistant to alcohol and other sanitizing solutions as they will be wiped down before and after the workshop. Classroom tables or lab benches may also be suitable. http://www.kitchenculturekit.com/workshoppictures.htm <i>Note: KCET does carry liability insurance and can provide proof of insurance on request.</i> |
| 2 | Prefer area with no carpet - we work with bleach, alcohol and peroxide |
| 3 | Chairs for about 25 people. Maximum students in workshop is 20. |
| 4 | Electricity and a microwave oven (or two); Air conditioning (when needed) |
| 5 | Water in building (sink in the room is good; a bathroom down the hall will do) |
| 6 | Limited air flow: closed windows and doors - we want to minimize dust. |
| 7 | Laptop computer and media projector (for projecting PowerPoint presentations) is preferred but KCET may be able to provide these. Laptop must have compatible version of PowerPoint as used by instructor. |
| 8 | Site coordinator (one person or a group of people) do the following: |
| 8a | Provides local transportation for instructor from airport to hotel (if needed) and from hotel to classroom |
| 8b | Purchases "no fly" supplies (alcohol, hydrogen peroxide, bleach, etc.) prior to the workshop and saves receipts for reimbursement |
| 8c | <i>Makes media for workshop or HELPS instructor make it the day before.</i> |
| 8d | Organizes coffee break (coffee, water, snacks in morning), lunch delivery, and bottled water for afternoon and saves receipts for reimbursement |
| 8e | Advertise to local groups to help fill the class: post flyers, send emails, etc. (free advertising) |
| 8f | Provide local information to participants such as driving directions, hotel suggestions, parking, etc |
| 8g | Provide address for shipments of free samples for workshop and supplies for workshop. Refrigerate these as indicated. Bring to workshop |
| 8h | RECEIVE free kit, DVDs, other supplies as needed. Free membership in HTCG for one year, free registration for 2 at workshop (if minimum of 16 paid participants is achieved) |