



## Guidelines for organizing the infoDev Business Incubation Training

The infoDev Business Incubation Training can be organized in any country in MENA region. This document presents some guidelines for organizing the infoDev BIM training.

- 1- Official request from the organizing institution to MENAinc focal point is needed ([m3allam@gmail.com](mailto:m3allam@gmail.com) and [mallam@bdb-bh.com](mailto:mallam@bdb-bh.com)).
- 2- Identifying the dates of the event (by organizers) and the modules to be delivered in each day, the modules list is available in the MENAinc website ([http://menainc.org/index.php?option=com\\_content&view=article&id=24&Itemid=35](http://menainc.org/index.php?option=com_content&view=article&id=24&Itemid=35)).
- 3- Identifying the expected number of participants in the training.
- 4- MENAinc focal point will announce this training for the certified trainers to seek their interest and availability in the specified dates to deliver the required module/modules.
- 5- The interested trainers will be listed and sent for the organizers along with their profiles. Organizers will choose the trainers they are willing to invite.
- 6- The trainers' fees are subsidized to be 500\$ per module for each trainer (each module is one full day from 9 am to 5 pm). Each module must have 2 trainers to deliver it as per the quality assurance policy and also to provide the necessary diversification of the information presented.
- 7- The other trainers cost shall be covered by the organizers (accommodation and travel ticket).
- 8- MENAinc focal point should be informed with the chosen trainers.
- 9- The rooms setup needed for the training are projector, tables for the participants, 2 or 3 flip charts, notepads, pens, and any other preparation required by the trainers).
- 10- The certification will be issued from MENAinc focal point after the training is conducted. Also, as a requirement for the certification, organizers should distribute a survey and collect it from each trainee. No certificates will be issued without having the survey filled completely.
- 11- Also, there are fees to be paid to MENAinc, it is 50\$ for each trainee per module. For example, conducting two days training for 10 people. MENAinc fees will be  $10 \times 50 \times 2 = 1000\$$ .

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