



## Guidelines for organizing the infoDev Business Incubation Training

The infoDev Business Incubation Training can be organized by any Accelerator /Incubator/ Technopark or Science Park in any country in the MENA region. As this type of training include different organizational aspects that involves many parties, this document shall provide general guidelines for organizing the infoDev BIM training.

Organizer's Duties	Who?	When?
1- Official request from the organizing institution to MENAinc focal point is needed ( <a href="mailto:m3allam@gmail.com">m3allam@gmail.com</a> and <a href="mailto:mallam@bdb-bh.com">mallam@bdb-bh.com</a> ).	Organizer	
2- Set the <b>dates and modules</b> to be delivered (one full day per module / exception: modules 1+2 can be held together in one day). List of modules see <a href="http://www.menainc.org">www.menainc.org</a>	Organizer/ MENAinc	Before Announcing the Training
3- Define the <b>trainers / co-trainers</b> (each module is to be delivered by two certified trainers)	Organizer/ MENAinc	6 weeks before the training
4- Define the target group / prospective participants and number of attendees (best is between 15 and 25). <b>NOTE: List of trainees</b> (name, first name , institution, email, phone) to be provided to trainers minimum four weeks before the training.	Organizer	Before Announcing the Training
5- Create a <b>control system</b> providing overview who has registered, answered needs assessment, sent signed Copyright Disclaimer, completed Training Evaluation etc. (you may ask for a sample EXCECEL table from the MENAinc focal point).	Organizer	4 weeks before training
Logistics	Who?	When?
1. If needed, define who is in charge for <b>visa invitations</b>	Organizer	6 weeks before the training
2. Decide on the <b>training venue</b> . Training room capacity according number of trainees for sessions with the full group as well as possibility for group work (4 – 6 persons). There will be no classroom settings! The room available must provide sufficient space for sitting comfortably at a round table and still be able to move freely around in the room. Additionally one or two small room for breakout sessions with small groups are desirable.	Organizer	6 weeks before the training
3. Check if training facilities have sufficient <b>internet access</b> so that trainees can complete the online surveys during the training.	Organizer	Before the training dates.
4. Define responsibility for organizing <b>hotel accommodation</b> for trainees and trainers as far as needed	Organizer	6 weeks before the training

5. Create an “ <b>InfoLetter</b> ” with important organizational advice for participants and mail this to all registered / interested people	infoDev trainer	4 weeks before training
6. Assure <b>technical equipment and material supply</b> for the training: Projector(s), tables for the participants in flexible setting (no classroom setting), 2 flip charts per each 10 participants, notepads, pens, stickers, cards, scissors, glue, paper to cover walls etc. Please, also see separate more details materials supply list.	Organizers	Before the training dates.
7. The room’s setup needed for the training are: projector, tables for the participants, 4 flip charts, notepads, pens, and any other preparation required by the trainers.	Organizers	Before the training dates.
<b>Training Related Surveys</b>	<b>Who?</b>	<b>When?</b>
1- Copy SurveyMonkey questionnaire “BIM Training Registration and Needs Assessment ZERO” and adapt the questionnaire to the specific needs of the prepared training.	infoDev trainer	3 weeks before training
2- Send SurveyMonkey link to questionnaire “ <b>BIM Training Registration and Needs Assessment</b> ” to all participants.	infoDev trainer	3 weeks before training
<b>Training Materials</b>	<b>Who?</b>	<b>When?</b>
1- <b>Copy the slide decks</b> for the modules included in the actual training	infoDev trainer	
2- Create a <b>Dropbox folder</b> containing the Training Manuals for the modules trained (note PDF password protected versions only)	infoDev trainer	3-4 days before training
3- Provide access to <b>Training Materials</b> (Dropbox) but only <b>after</b> participants sent signed the <b>Copyright Disclaimer</b> and sent a signed copy (scan).	infoDev trainer	3-4 days before training
4- Adapt the <b>Training Evaluation</b> questionnaire. This is to be completed by <b>trainees</b> before and during / at the end of each training day (in case Internet access is not available at the training facility, prepare photo copies of the questionnaires)		
5- Send <b>SurveyMonkey link to Training Evaluation</b> to all participants.	infoDev trainer	3-4 days before training
6- <b>Post-training report</b>	infoDev trainer	
<b>Certificates</b>	<b>Who?</b>	<b>When?</b>
1- The certification will be issued from infoDev through MENAinc focal point after the training is conducted. Also, as a requirement for the certification that attendees delivered a training needs assessment <b>and</b> post training evaluation. No certificates will be issued without having the survey filled completely.	infoDev trainer/MENAinc	

Budget Forecast	Who?	When?
1- 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 should have 2 trainers to deliver it as per the quality assurance policy and also to provide the necessary diversification of the information presented.		
2- The other trainers cost shall be covered by the organizers (accommodation and travel ticket).		
3- Also, there are fees to be paid to MENAinc, it is 800\$ per Module.		

<b>1 Day Training Budget Forecast</b>			
Cost Elements	Cost Per person (\$)	total number of participants	TOTAL (\$)
Venue	?	?	?
Catering	?	?	?
Gala Dinner (Optional)	?	0	?
Transportation	?	?	?
MENAinc Liscense Fees	800 / Day	1	<b>800</b>
Trainers Fees (500\$ for each trainer per day. Minimum 2 Trainers)	1000 / Day	2	<b>2000</b>
Trainer Accommodation for each trainer.	?	2	?
trainer travel ticket	0	2	<b>0</b>
		<b>TOTAL</b>	?
<b>INCOME</b>			
The Fees to be decided by the organizers according to their approach. This can be either sponsored by a supporting institution, fees to cover the cost or fees that will generate revenue for the organizers.			
		<b>Profit</b>	?

For more information please contact the network coordinator, Mr. Mohammad Allam , e-mail: [m3allam@gmail.com](mailto:m3allam@gmail.com) and [mallam@bdb-bh.com](mailto:mallam@bdb-bh.com) ; Telephone: +973 17358818 or +973 17358814. Or Salman Al-Khalifa [salkhalifa@bdb-bh.com](mailto:salkhalifa@bdb-bh.com); Telephone +973 17511027.