

## **REQUEST TO HOST**

If you are interested in hosting one of NTI's planning courses, fill out this form and send it back to Ginny Stern at [vsstern@rutgers.edu](mailto:vsstern@rutgers.edu) or print and fax it to 732-932-1707.

Requirements for hosting are as follows:

- Training facility must be ADA accessible as well as transit accessible.
- Room must fit up to 35 people comfortably at tables.
- Provide necessary AV equipment for the instructors (LCD projector, screen, flip charts)
- If possible, provide beverages for the AM and PM breaks.

In return, your agency will get up to 10 seats in the class.

**Name of Contact Person:**

**Name of Agency:**

**Address of Agency:**

**Telephone Number of Contact Person:**

**Email Address of Contact Person:**

**My agency would like to host the following courses:**

- Financial Planning in Transportation
- Introduction to Metropolitan Transportation Planning
- Introduction to Statewide Transportation Planning
- Public Involvement in Transportation Decision Making
- State & Metropolitan Transportation Programming
- Transit Noise & Vibration Impact Assessment
- Transit-Oriented Development
- Transportation & Land Use

**Please state the reason/need for the training(s):**