Email Signature for Course/Event

Dear \_\_\_\_\_\_\_\_\_\_

This email is to confirm the following positions for the upcoming course:  
Course Director: [name]  
Second Assessor: [name]  
Trainee Assessor: [name]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Type** | **Discipline** | **Level** | **Date** | **Region** |
| *e.g. Assessment* | *Bush* | *1* | *12-15 October 2012* | *Central South Island* |
|  |  |  |  |  |

You have [number] candidates on this course.  
  
Please view the relevant Pre-Course Information Letter and Model Student Letter. Edit as required and email back to the PMM. The PMM will insert information such as candidate & assessor names and contact details.

**Accommodation & Travel**

Your accommodation and travel should have been discussed with the Programme and Membership Manager (PMM) upon agreement of your involvement with the course. Please choose the most economical rate and method of travel. A rental car or flights may be more cost effective than using a private vehicle.  
  
Should you require accommodation, it works well if you liase with your second/trainee assessors (if applicable) and arrange accommodation yourself.

If you would like NZOIA to book this for you then please let us know:  
- Which nights  
- What time you will be arriving/departing.   
  
If this is a Bush assessment, your accommodation for the duration of the assessment will be arranged for you and the candidates by the Programme and Membership Manager.

**Some things to think about when planning your course…**

* Do you require any other facilities that may need to be booked?  
  E.g. A pool for kayak rolling? A room for presentations? A place to debrief a course?
* What type of model students would you like?  
  E.g. How many? Age Range? Skill Level? Any specialist equipment that they require.
* The weather  
  How will the weather affect your activity? What is your wet weather option? Would you like to meet at an alternative spot if it is wet? How will this be arranged with the model students?
* Do you want the candidates to bring particular equipment?

If you have any questions, please contact the PMM/Assessment Coordinator.

Bush 1/2, Alpine 1/2 & Rock 1/2 assessments usually meet the evening before.

Kayak, Sea Kayak, Canyon, Canoe and Leader assessments meet the morning of the first day.