



FBI-LEEDA

Advancing the Science and Art of Law Enforcement Leadership

IA-Oct.7-11, 2024
Command-Sept.9-13
Supervisor-Aug.12-16
Leadership Integrity-
Nov. 11-15

FBI-LEEDA Trilogy & IA Class Host Agency Responsibilities

CLASSES

Classes run 4 ½ days each and are open to all sworn and civilian law enforcement, corrections, and government employees.

HOST SEATS

Host seats will be based on the number of students who attend the class, not the number of registrations. For each 10 paid seats, the 11th seat will be free. The host agency will receive a maximum of 4 free seats.

# of Attendees	Host Seats
11-21 students attend	1 host seat
22-32 students attend	2 host seats
33-43 students attend	3 host seats
44 or more students attend	4 host seats

A consolidated invoice will be provided the week of the class listing the free seats earned and any balance due for additional host agency attendees (except for contracted classes). Host seats cannot be transferred to another class.

POINT OF CONTACT

Designate an individual at your agency to liaise with FBI-LEEDA staff and field inquiries about the class. Their contact information will be included in FBI-LEEDA marketing for the class. **It is very important to inform FBI-LEEDA of any change in venue, host agency or point of contact.*

STUDENT WORKBOOK

FBI-LEEDA will provide workbooks and class materials for all students.

MARKETING

The host agency will work with FBI-LEEDA staff to effectively promote the class. We ask that the host agency distribute class flyers to local and regional distribution lists (as reasonable) to help assure maximum attendance and class marketing.

TRAINING FACILITY

The training room should accommodate up to 50 attendees comfortably. It should be conveniently located with free parking for attendees. ** The facility must be able to accommodate physical/social distancing requirements per local regulations.

ON-SITE COORDINATION AND EQUIPMENT

In exchange for receiving comp seats, the host agency is required to provide refreshments for attendees each day.

During the training program the host agency will ensure the POC is available as needed to assist students and FBI-LEEDA faculty through the week.

You are required to provide the following AV equipment: multimedia projector and screen, speakers, Internet/Wi-Fi connection (Wi-Fi must be available for all students to complete course evaluations), flip charts or white board (with markers).

MITIGATION PROTOCOLS

FBI-LEEDA is committed to offering in-person classes in a safe and socially responsible environment for students and instructors. The host agency is responsible for conveying and adhering to all local and state health protocols to limit student and instructor exposure to coronavirus/COVID-19.

We appreciate your partnership with, and support of FBI-LEEDA. For more information, please contact: lpavoni@fbileeda.org

The host agency agrees to terms and conditions set forth above.

Host agency representative: _____

VP Bridges

Date: _____

5/9/24

FBI-LEEDA Trilogy & IA

Frequently Asked Questions

How do students register?

Students must have an account to register for a class.

To create an account, go to <https://fbileeda.org/>. Under "Membership," select "Membership Application." Choose "Non-Member" and create a username and login. You must use your agency email address for your account.

New FBI-LEEDA accounts will need to be "approved" by FBI-LEEDA personnel prior to registering. Students will need to register once their accounts have been approved. New accounts are approved within 24-48 hours.

If students already have accounts with us, they can register on our website using our [Community Calendar](#).

When should our students register?

Please register your students (including potential host seats) as soon as possible to ensure we have an accurate registration list. Though host seats are not confirmed until the week of the class, we need all students who plan on attending to be registered.

When will our class be confirmed?

Classes are confirmed 6 weeks prior to the start of the class. We have a **minimum of 25 students** for Trilogy & IA classes. If your class number is low 8 weeks prior to the start of the class, our training team will notify you to give you 2 weeks to promote your class before it will be confirmed or cancelled.

When will invoices open for the class?

Invoices open 6 weeks prior to the start of the class. Our finance team will provide you with a consolidated invoice for all students in your department during the week of the class. This consolidated invoice will include your host seats.

When should students book travel accommodations?

Students should not book travel accommodations until the class has been confirmed 6 weeks prior to the start of the class.

When will we receive class materials?

We ship class materials 2 weeks prior to the start of the class. Please expect to receive all class materials the week before the class.

How do we check how many students are registered for our class?

Please call our office at 877-772-7712 or email training@fbileeda.org to check on the number of students registered for your class.

What happens if our class is full?

If your class is full, we will add any additional students interested in attending to the waitlist. If we receive cancellations, we will register students from the waitlist.

How do students cancel their registrations?

We need all cancellations in writing. Please email finance@fbileeda.org to cancel class registrations.

How will FBI-LEEDA support us prior to the class?

Our training team will provide you with registration lists (per request) and notify you if your class number is low. On the Thursday before the class, our training team will send you a Class Information email with a final registration list and some forms that will need to be printed out for the class.

How do we prepare for the class?

Please print out all forms sent to you on the Thursday before the class and have the class materials ready for the instructor. Please provide refreshments for attendees each day and ensure Wi-Fi is available.