

# Congratulations on choosing National Bioskills Laboratories (NBL) for your next training event!

By choosing NBL's wraparound event planning services and physician-focused training environments, you ensure a successful event, unsurpassed training retention, and increased device adoption by your attendees. Please take a few minutes and review this FAQ document to assist you in booking your event.



## What To Consider When Planning an Event

Every training event is different, and NBL is known for its deep understanding of clients and their needs. That's what enables us to prepare thoroughly and ensure a successful event. By gathering the following information for your Booking Call, we can assure an efficient and effective use of your time.

### CHECKLIST: Information to Provide When Booking an Event

#### Your Information:

- ☐ Company Name
- ☐ Contact Name
- ☐ Phone
- ☐ Email
- ☐ Billing Address

#### Event Information:

- ☐ Desired Event Date
- ☐ Event Start Time
- ☐ Event Length
- ☐ Desired Event Location (choose from three national locations or live-stream remotely nationwide)
- ☐ Estimated Number of Attendees
- ☐ Estimate time YOU expect to arrive for the event

#### Meals & Snacks

- ☐ Would you like to have meals & snacks catered? How many per day? \_\_\_\_\_

#### Conference Space and A/V Requirements

- ☐ Would you like to welcome your guests to training day by showing your branded PowerPoint presentation on our large screen monitors and auditorium screens throughout the facility on the day of your event? If so, we are happy to accommodate your request. You will need to email any digital files 2 days prior to the day of your event.
- ☐ Conference rooms include projectors and a surgical light camera in the lab that can stream video feed into the conference rooms and auditorium. Please inquire about recording your event using NBL's exclusive CrowdOptic™ livestream technology.



**NATIONAL  
BIOSKILLS  
LABORATORIES**  
Hands-on, high-tech.

- ☐ Will you require A/V equipment?  
If yes, what type? \_\_\_\_\_
- ☐ PCs
- ☐ Teleconferencing set up
- ☐ Auditorium:
- ☐ Small Conference Room:
- ☐ Demo table from lab to auditorium:

## EQUIPMENT, SPECIMENS, AND SERVICES

### Specimen Information

- ☐ Do you need NBL to order your cadaver specimens or will you be providing your own?
- ☐ Specimen Type: \_\_\_\_\_
- ☐ Quantity: \_\_\_\_\_
- ☐ Delivery Date & Time (for vendor supplied specimens): \_\_\_\_\_
- ☐ Pick-up Date & Time (for vendor supplied specimens): \_\_\_\_\_
- ☐ Specimen Supplier (for vendor supplied specimens): \_\_\_\_\_
- ☐ Shipping Service (for vendor supplied specimens): \_\_\_\_\_
- ☐ Specimen Position: \_\_\_\_\_

### What equipment will you be using? (select all that apply)

- ☐ Arm + Tech: Quantity: \_\_\_\_\_
- ☐ Drill: Type and Quantity: \_\_\_\_\_
- ☐ Saw: Type and Quantity: \_\_\_\_\_
- ☐ Suction
- ☐ Bovie
- ☐ Surgical Tech
- ☐ Orthopedic Drill/Saw
- ☐ Saw Blade Size
- ☐ Arthroscopy Tower

- ☐ Specimen Holder/Mount(s)
- ☐ Video

Please note which equipment and instruments you will be bringing/shipping **(All deliveries must be coordinated with facility manager)**

- ☐ Do you need NBL to provide general instrumentation? \_\_\_\_\_
- ☐ Do you need NBL to obtain instrumentation/equipment for this course? \_\_\_\_\_  
If yes, please specify: \_\_\_\_\_
- ☐ Will your event require Arthroscopy?  
If yes, will you provide your own disposables or will you need NBL to provide disposables? \_\_\_\_\_  
If yes, consider the size of scopes you will need and any other specifics.
- ☐ Will you need NBL to provide compressed air?

### Anything else?

Finally, consider whether your event involve any other special needs, or if you have any special requests we can accommodate?

### Event Materials

NBL will require a copy of your Agenda/Program Information as well as your Registration List in advance of the event.



**Ready? Get in touch now to book your event**

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