

Private Training Event Requirements

Organizations that host a private training event must meet the following requirements to ensure all computer, network, and facilities are ready for class.

Minimum Computer Requirements

Three PC configuration options are available to support course exercises:

1. Customer PCs access Esri-configured cloud systems (requires high-speed Internet access).
2. Customer PCs are configured by the customer with local installations of the required software.
3. Esri laptops configured with required software and licenses are shipped to the training location.

The table below lists minimum hardware requirements for each option.

	CUSTOMER HARDWARE WITH ACCESS TO ESRI SOFTWARE HOSTED ON CLOUD SYSTEMS	CUSTOMER HARDWARE WITH CUSTOMER-CONFIGURED SOFTWARE
CPU SPEED	Any	2.2 GHz dual core
PROCESSOR	Any	Hyper-threaded dual core
MEMORY	1 GB RAM	4 GB RAM*
VIDEO DISPLAY	1024x768 resolution 24-bit color depth	1024x768 resolution 24-bit color depth Open GL 3.3-compliant video card with 512 MB video memory
AVAILABLE DISK SPACE	Any	10 GB*
OPERATING SYSTEM PLATFORM	Windows 10 (and newer)	Windows*
WEB BROWSER	Any HTML5 compatible browser	Any HTML5 compatible browser

*Requirements may vary by course. Please contact Esri Training at 888-377-4575, ext. 5757, or email GIStraining@esri.com for more information.

Some courses have additional hardware and software requirements. A Training Representative will contact you and provide details before you confirm the private training event.

Internet Access and Network Policies

- All courses require hard-wired, high-speed Internet access for students and the instructor.
- We recommend a minimum network bandwidth of 250 KB/s per student.
- WebSocket enabled for a full-duplex channel over SSL port **443**.
- Firewall port **3389** (for Remote Desktop connection to a virtual machine) needs to be open.

Minimum Facility Requirements

The training facility requirements below will ensure the best learning environment possible:

- There must be reasonable parking arrangements for students and the instructor at or close to the training facility.
- The training classroom should be an enclosed **one-room facility** with space to accommodate up to **fifteen students**.
- The facility should have sufficient climate control, lighting, and power outlets to accommodate the required number of computers and other equipment to be used.
- The facility should have **one high-resolution PC projector** capable of displaying a resolution of at least 1024 x 768 pixels and a projection screen. If a PC projector is not available, please contact a Training Representative at 888-377-4575, ext. 5757 or email GISTraining@esri.com at least 10 business days prior to the event start date.
- There must be an area separate from the projection surface for the instructor to draw diagrams and write questions, lists, and notes for students to read.

Additional Requirements for Training Facilities

Furnishings Requirements

- There must be a minimum of **one computer and color monitor for every student**.
- The classroom must accommodate all students without crowding, with adequate visibility so that each student can easily see the instructor and overhead or projected images, and with ample space for student note-taking.
- Chairs must be designed for long-term use (6-8 hours per day/5 days per week); preferably the chairs should be adjustable.
- Tables and desks must be designed for computer workstations. Tables with folding legs or science room lab counters are not adequate.
- Markers and erasers or screen cleaners must be made available to the instructor.
- The facility must provide access to class and use of all training equipment and materials to students with disabilities.
- The facility must ensure that students have exclusive use of classroom computers during class hours. These computers shall not be used for non-class work until the class is finished.

Staff Support Requirements

- A local IT staff member must be available to help resolve any computer or network problems discovered during class, and provide other assistance as necessary.
- The facility must provide administrative support which should include but not be limited to: directions to phones, restrooms, and restaurants; minimal copying; local telephone access; and a contact person responsible for correcting problems such as overhead lights, air conditioning, etc.

Client Coaching Requirements

- Coaching follows a standard private training event and requires the same classroom setup as the preceding class.
- Topics to be covered during the coaching session must be agreed to no later than two weeks prior to the class. The topics will be outlined in a Learning Objectives document prepared by the instructor.
- Coaching sessions are limited to a maximum of 15 students and all students must have attended the preceding class or another Esri-authorized delivery of the same course.
- All work during the coaching session is conducted in the classroom with sample data. The client may provide the instructor with copies of sample data to enhance the coaching session.
- The purpose of a coaching session is for the instructor to guide students in the application of class concepts to the customer's specific business needs and work environment. Client coaching sessions have no deliverables beyond the instructor's time and expertise in the technical concepts covered in the preceding class. The instructor will not provide application development or software installation and configuration services.