

# 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 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 our deep understanding of our 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 and End Time
- Desired Event Location (choose from our three national locations and/or live-stream remotely nationwide)
- Estimated Number of Attendees
- Procedure being Demonstrated
- Number of Surgical Stations needed

#### Catering

- Would you like to have meals & snacks catered? Specify beverages, snacks, breakfast (continental or full), lunch, dinner, etc.

#### Conference Space and A/V Requirements

- 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. Digital files must be emailed no less than 3 days prior to the day of your event.
- Conference rooms include A/V equipment.
- Surgical labs include a surgical light camera that can stream video feed into the conference rooms and auditorium. You may also record or live-stream your event using NBL's exclusive CrowdOptic™ technology.
- 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?
- Specimen Parameters or Rule Outs
- Specimen Type(s)
- Quantity
- Specimen Position

### What equipment will you be using and how many of each?

- C-arm + Tech
- Drill: Type
- Saw: Type, Blade Sizes
- Suction
- Monopolar Bovie
- Bipolar Bovie
- Orthopedic Drill/Saw
- Arthroscopy Tower Quantity
- Specimen Holder/Mount(s): Type and Quantity
- Digital Video Broadcast/Recording desired?

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

- Do you need a Surgical Tech?
- Do you need NBL to provide equipment or specialized instrumentation?
- Will you need NBL to provide compressed air or medical gas?
- Will you need a demo table?

### 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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Call toll free (844)NBL-LABS  
(844)625-5227

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