

**Memorandum of Understanding Between**

**Training Course Host and Peak Load Management Alliance**

The purpose of this agreement between [**Training Course Host]** (Host) and Peak Load Management Alliance (PLMA) is to provide industry training for energy demand management professionals nationwide. This agreement will be in effect from *[current date]* through *[one week after training is complete date]*. This agreement may be subject to modification by mutual agreement.

**PLMA agrees to:**

1. Assume primary planning and coordination responsibilities for *[course title]* training course to be presented *[date]* at Host location located at *[location address]*. This includes:
	1. Marketing and promotion of course availability
	2. Contact for interested attendees as well as training providers
	3. Produce all course materials (e.g., handouts, name tags).
2. Position Host as course venue and lunch provider with benefits that include:
	1. Up to four (4) complimentary course passes to this training for use by Host staff or designees. As an alternative, Host may choose up to eight (8) half-price passes at the PLMA member rate. Host will provide list of registrants, with email addresses no later [*date]*. PLMA staff will complete complimentary registrations.
	2. Promotional code to allow an unlimited number of Host invitees to register at the PLMA member rate, regardless of whether they are from PLMA member organizations. Host may refer invitees *[event link]* to register using promotional code *[event code]*.
	3. Recognition during opening and closing session.
	4. Pre- and post-course attendee registration lists in electronic form.
3. Provide opportunity for Host to review all course materials prior to presentation and to participate in a closing panel presentation. Panel presenter’s registration will be complimentary in addition to the passes mentioned above.

**Host agrees to:**

1. Provide classroom-type venue, lunch, and refreshment breaks for up to 35 students for the length of the course. Public internet access is preferred but not required.
2. Invite demand response professionals from other regional utilities, their own client list, etc. to attend using the promotional code provided by PLMA. Perform local/regional outreach/promotion as appropriate.
3. Provide necessary AV support for course presentation (e.g., projector, screen, internet connection if needed by training partner to present the course).
4. Provide a primary contact to PLMA staff for logistical issues (e.g., recommendations for area hotels, parking/transportation issues, building security requirements).
5. Review all course materials prior to presentation to be sure they are relevant to regional issues.
6. Where applicable, work with the training provider to incorporate one or more experiential learning elements into the training course by leveraging Host resources.
7. Assist in promotion of course to regional allies.

The terms and conditions of this agreement are agreed upon by:

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Host contact Rich Philip, Chair

for Host Organization for PLMA

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_