



## Memorandum of Understanding

### [Training Class Host] and PLMA

The purpose of this agreement between [Training Class Host] (Host) and PLMA (Peak Load Management Alliance) 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 [class title] training class to be presented [date] at Host location located at [location address]. This includes:
  - a. Marketing and promotion of class availability
  - b. Contact for interested attendees as well as training providers
  - c. Produce all class materials (e.g., handouts, name tags).
2. Position Host as class venue and lunch provider with benefits that include:
  - a. Up to four (4) complimentary class 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 than [date]. PLMA staff will complete complimentary registrations.
  - b. A 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].
  - c. Recognition during opening and closing session.
  - d. Pre- and post-class attendee registration lists in electronic form.
3. Provide opportunity for Host to review all class 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 a classroom-type venue, lunch, and refreshment breaks for up to 35 students for the length of the class.
2. Provide access to robust WiFi for the class to access the Internet.
3. 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.
4. Provide necessary AV support for the class presentation (e.g., projector, screen, WiFi access).
5. Provide a primary contact to PLMA staff to assist with logistical issues (e.g., recommendations for area hotels, parking/transportation issues, building security requirements).
6. Review all class materials prior to presentation to be sure they are relevant to regional issues.
7. Where applicable, work with the training provider(s) to incorporate one or more experiential learning elements into the training class by leveraging Host resources.
8. Assist in promotion of class to regional allies.

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

\_\_\_\_\_  
Host contact  
for Host Organization

\_\_\_\_\_  
Rich Philip, Chair  
for PLMA

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

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