PROCEDURE FOR DEMO SESSIONS February 2018.
JBDC project Estimating Demand.

1. We print 12 identical cards
With the following codes: A1, A2, A3, A4, A5, A6, A7 A8, A9, A10, A11, A12

Example

A1

2. We print another set of cards (let's print as many as people invited to the session) with 2 halves: the two of halves say

Code:
Number of participant:
Participant ID:
Name:
Last Name:
Location of Session:
Time of Session:
Manager Signature:
Payment details:
Deadline:
Amount to pay:

You can pre-fill the Location of Session, Time of Session, Payment details (account number, location of JBDC office, etc.) and Signature before each session.

We give half of the card to the participant and the other half we keep for our records.

3. In every session, when participants arrive to the location, we check them in our list, which will include the Participant ID.

4. While the session is ongoing, the assistant responsible for checking in participants, will complete the cards (with Name, Last Name, and Participant ID), which she will bring into the session as soon as the explanation finishes.
She will also give a Number from 1 to N (last one who come to the session), and write it on "Number of Participant".

5. When the session finishes, we will first call participants with numbers from 1 to 12, and we will invite them to take a card (those with codes A1 to A12) from the bag.

6. They have to come with that card to the trainer, who will write in the pre-printed cards the "Code" they got (in the two halves), cut the card in half, and give the other half to the participant.

7. The participant will be asked to go out of the room to talk to the assistant who will tell him/her what amount scholarship he go

8. The assistant seating outside will tell read the CONVERSION of Codes page (see below) and inform the participant about his/her level of scholarship

9. The assistant should write in the card of the participant the Amount he/she has to pay, and the Deadline (2 weeks from the date of the session, this can be pre-filled as well).

10. The trainer that remains in the classroom after the first 12 leave, will put back the 12 cards with codes A1-A12 into the bag. She will call participants with numbers 13-24. If there is less than 24 it does not matter, call until the last one.

11. They will follow the same procedure as the previous 12.

12. If we have more than 24. The trainer will call participants 25-37, and so on until we call all participants.

Conversion of CODES (print a page with this and give to the assistant):

A1 “You won a scholarship of 100%, you are invited to take the course for free.”

A2 “You won a scholarship of 75%, you are invited to take the course at a price of $5,000. You need to pay this amount within the next 2 weeks to be admitted into the course”

A3 “You won a scholarship of 75%, you are invited to take the course at a price of $5,000, you can pay it in 3 installments. You need to pay the first installment of 1,700 within the next two weeks to be admitted into the course. You will pay the second installment before class 6, and the third before class 8.”

A4 “You won a scholarship of 50%, you are invited to take the course at a price of $10,000. You need to pay this amount within the next 2 weeks to be admitted into the course“

A5 “You won a scholarship of 50%, you are invited to take the course at a price of $10,000, you can pay it in 3 installments. You need to pay the first installment of $3,300 within the next two weeks to be admitted into the course. You will pay the second installment before class 6, and the third before class 8.”

A6 “You won a scholarship of 25%, you are invited to take the course at a price of $15,000. You need to pay this amount within the next 2 weeks to be admitted into the course.”

A7 “You won a scholarship of 25%, you are invited to take the course at a price of $15,000, you can pay it in 3 installments. You need to pay the first installment of $5,000 within the next two weeks to be admitted into the course. You will pay the second installment before class 6, and the third before class 8.”

A8 “You won a scholarship of 100%, you are invited to take the course for free.”

A9 “You won a scholarship of 50%, you are invited to take the course at a price of $10,000. You need to pay this amount within the next 2 weeks to be admitted into the course“

A10 “You won a scholarship of 50%, you are invited to take the course at a price of $10,000, you can pay it in 3 installments. You need to pay the first installment of $3,300 within the next two weeks to be admitted into the course. You will pay the second installment before class 6, and the third before class 8.”

A11 “You won a scholarship of 25%, you are invited to take the course at a price of $15,000. You need to pay this amount within the next 2 weeks to be admitted into the course.”

A12 “You won a scholarship of 25%, you are invited to take the course at a price of $15,000, you can pay it in 3 installments. You need to pay the first installment of $5,000 within the next two weeks to be admitted into the course. You will pay the second installment before class 6, and the third before class 8.”