

Host Guidelines

Bike Commuting 101

Host's Responsibilities

❑ **CLASSROOM SPACE** An indoor, enclosed, quiet, climate-controlled class space with adequate seating and electrical outlets is required for two hours (including set-up and break-down time). Access to a restroom is necessary.

❑ **AUDIO/VISUAL EQUIPMENT** A laptop, projector, and screen (or blank wall), are required.

❑ **BIKE ACCESS** Indoor bike access must be provided via a freight elevator or otherwise for the class instructor.

❑ **PROMOTION** Hosts are expected to post promotional fliers (provided by Bike New York) or announce the class through all possible channels.

❑ **REGISTRATION** Hosts who would like to accept advance class registration or RSVPs from interested participants will be expected to handle this in-house.

❑ **MATERIALS STORAGE** Hosts are expected to accept and store a small box of class materials one week in advance of the Bike Commuting 101 class date.

Apply

Complete an online host application at: http://www.bikenewyork.org/education/classes/host_form.php4.



Bike New York's Responsibilities

On class day, Bike New York will provide one certified cycling instructor as well as necessary class materials. Bike New York will provide giveaways and informational handouts to all class participants.

Feedback

"We were really excited by the tremendous level of interest in the presentation going in—and after your talk I think it's certain that the enthusiasm has only increased! I had a number of attendees come up to me and say how eager they are to give biking to work a try (or another shot)."

—NYU faculty/staff coordinator

Contact

For more information contact BNY's Bicycle Education Director Rich Conroy at 212 932 2453 x159.

By the Numbers

- Class length: 1 hour
- Fee to host: Free
- Class Size: 10+ people
- Largest class in 2009: 97 students
- NYC bike commuting increased 35% from 2007 to 2008