

# Preferred Room Set-Up & AV Requirements

This will give our clients' meeting planner/convenors a guide for setting up the room and for our basic AV needs to help make their meeting a success.

## Standard AV and other requirements

- Wireless lavalier mike (for groups above 35)
- Computer projector and screen
- 1 table, 4-6 ft., at front, next to projector, for presenters working materials
- 2 Flip chart easels and pads
- 1 table, 6 ft., at front in corner for other presentation supplies and handouts
- Screen in front in corner, if possible. This way the speaker does not block the screen and can, when necessary point at the screen without turning his/her back to your audience. (We understand that many facilities have the screen already fixed in place at the front center of the room. We will, of course, work with this.)
- Audio speakers are sometimes required for video segments projected
- NOTE: We bring our own Mac laptop and connector wire.

## Room Layout

Since our **workshops and conference breakout sessions** are all interactive, we find the best results occur when participants become involved with the material, working in small table groups and sometimes in pairs or trios. For this reason we ask for table groupings, rather than classroom style.

It is better to select a room that is too large than too small. Participants have more difficulty both interacting and learning when they are squeezed into a space too small.

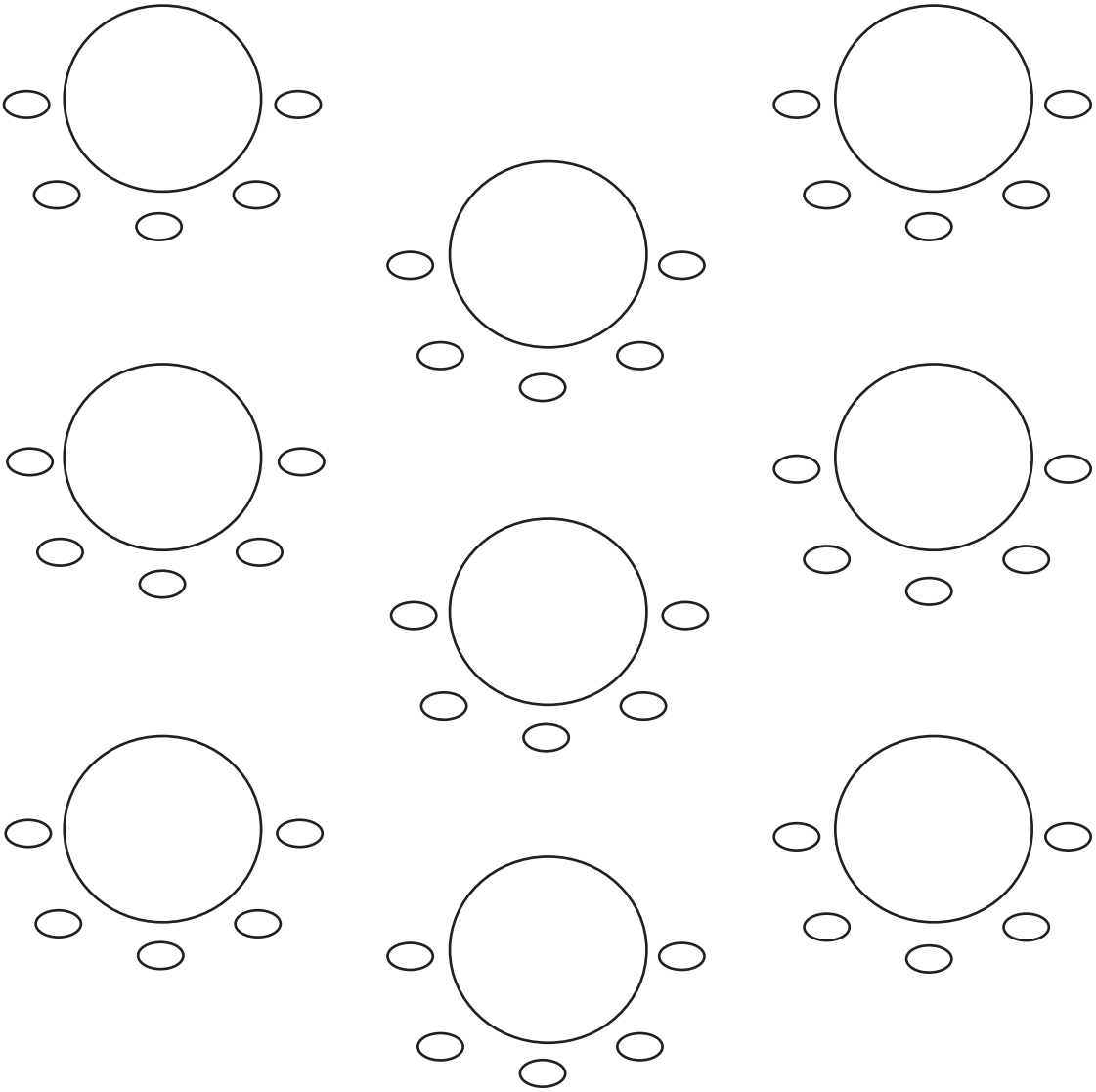
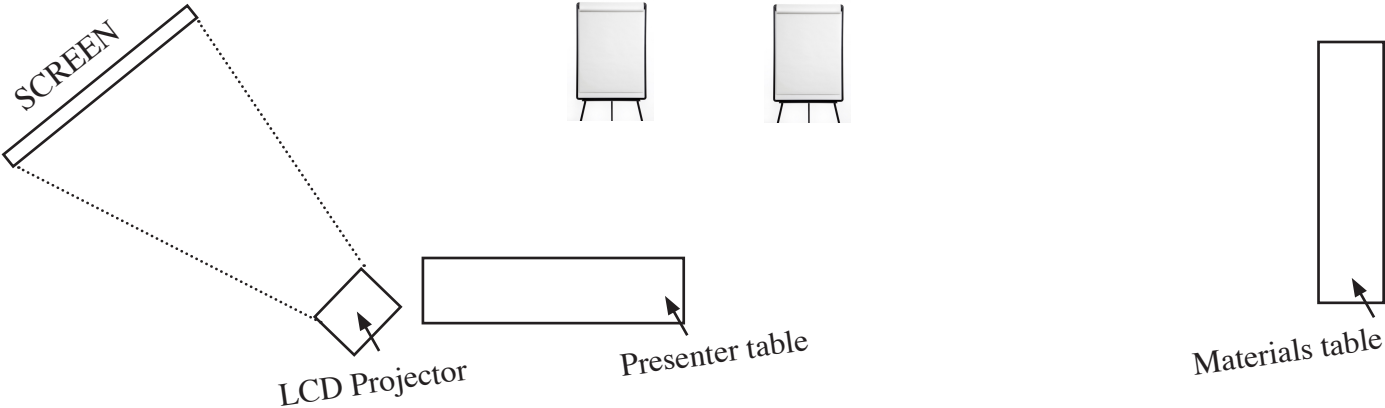
*Theater style* is indicated only for large audiences for a **keynote** speech that last no more than an hour.

Following are some optimal room layouts for:

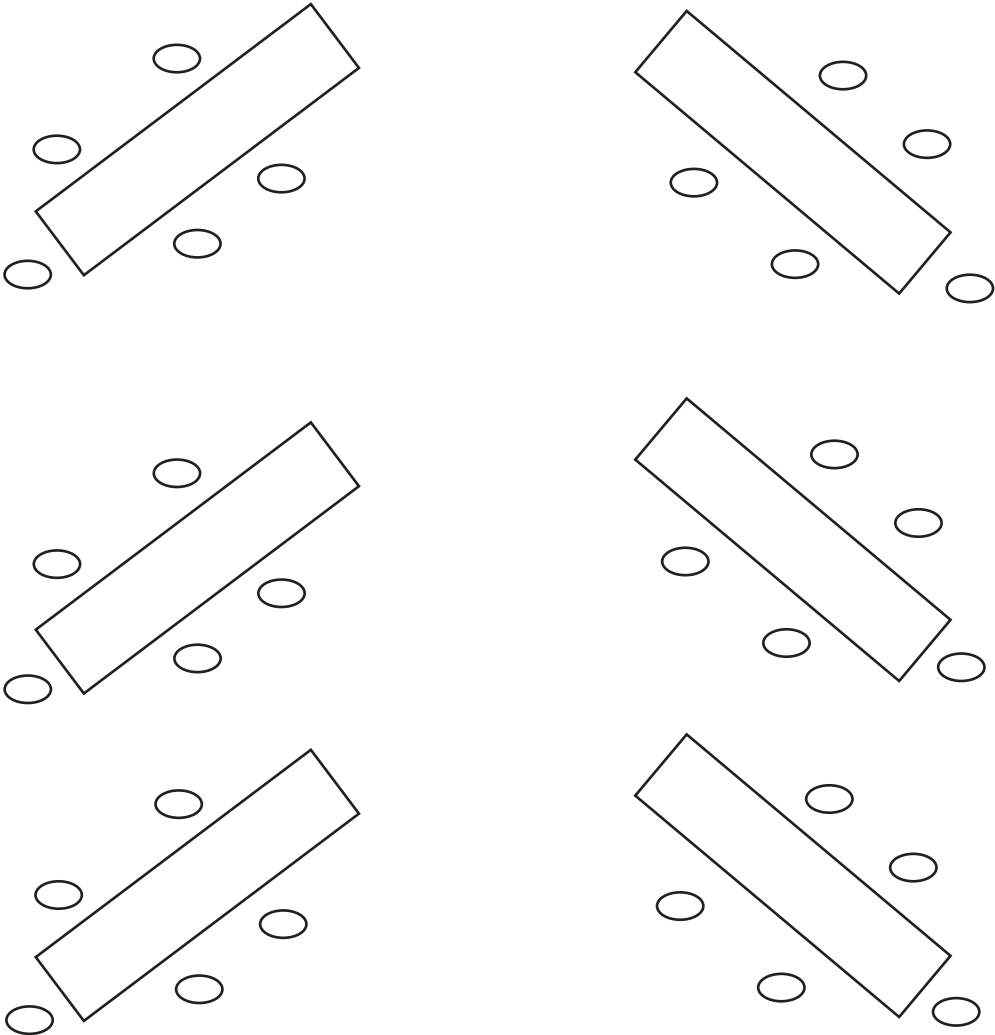
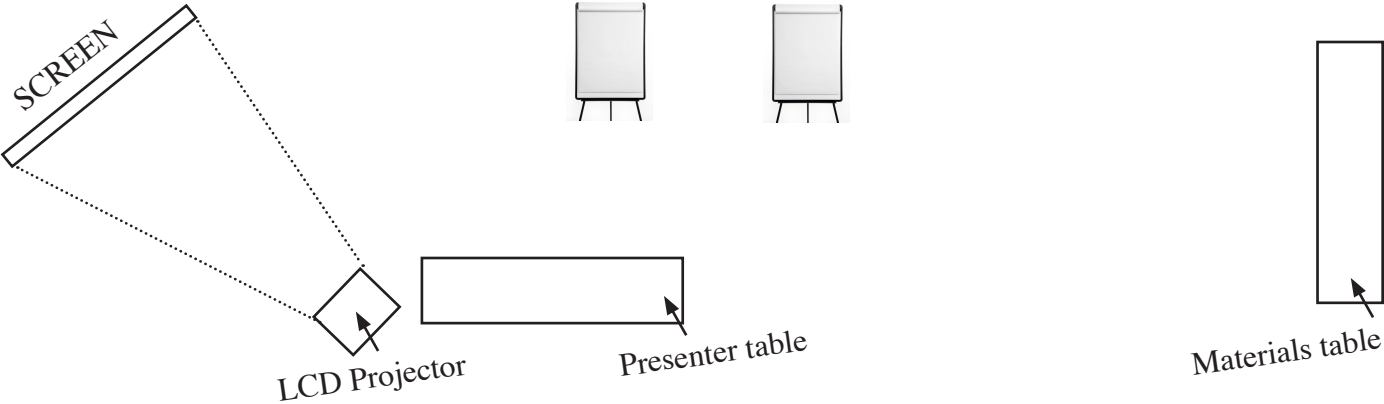
1. Round tables – Preferred
2. Rectangular tables – Next best
3. Classroom style – For large groups, typically over 60 attendees

For particularly *long, narrow rooms*, it is best to position the speaker centered along one of the long side walls. If using classroom style here try to set the tables in a slight curve, so your attendees will not have to twist their necks to see the presentation.

# ROOM SET-UP WITH ROUND TABLES



# ROOM SET-UP WITH RECTANGLE TABLES



# ROOM SET-UP - CLASSROOM

