For Groups 16-35

Instructor Table with Instructor's Computer LCD laptop Projector

Flip Chart

Screen

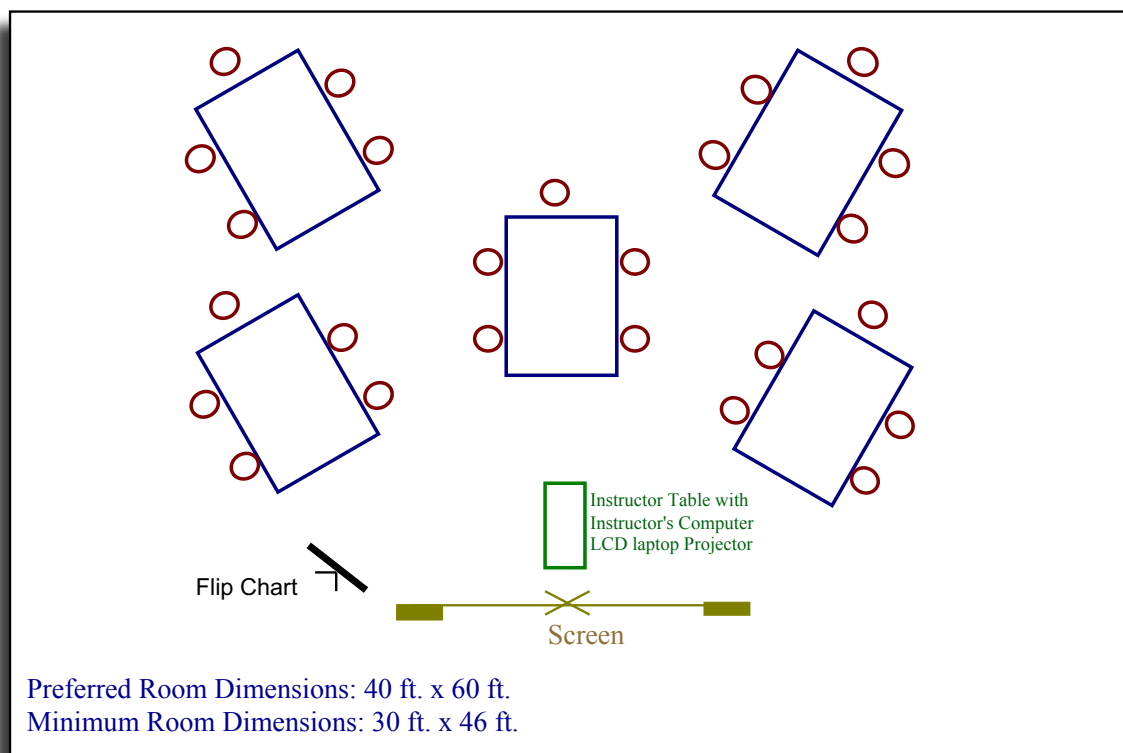Preferred Room Dimensions: 40 ft. x 60 ft.
Minimum Room Dimensions: 30 ft. x 46 ft.

1. **Room set-up completion time and Instructor access to room:**
   Preferred: 1½ hours prior to session time
   The absence of preferred environmental characteristics below is proven to cause participant
   dissatisfaction, less receptiveness and reduced learning. Your help here will make an impact.

2. **Tables:**
   Preferred: Rectangular tables, 8 ft. x 30 inches
   Acceptable: U-shaped, if room size permits and break out areas for teams of 4-8
   participants are provided
   Unacceptable: Less than 2 feet of linear work space per person, participants are required to sit with their
   backs to the screen.

3. **Seating:** Chairs must be placed so that all participants have an unobstructed view of the front of the room
   and screen.
   Preferred: Chairs that are ergonomically designed, cushioned, can tilt/swivel on caster wheels
   Acceptable: Mobile cushioned chairs
   Unacceptable: Chairs which are folding, immobile or not cushioned. **Participants must NEVER have
   their back to the screen.**

4. **Electrical Power:**
   For presenter/instructor: Power strip with $\geq$5 outlets, 110-V current
   For workshop or project teams: Power strip for each team.

5. **Lighting:** Lighting should be bright enough for participants to work at their stations.
   Preferred: **Ability to have all the lights on except those within 6 feet of the screen**
   Unacceptable: All lights can only be on or off, inability to turn off or block lights within 6 feet of the screen

6. **Temperature:** Accessible controls within the room.