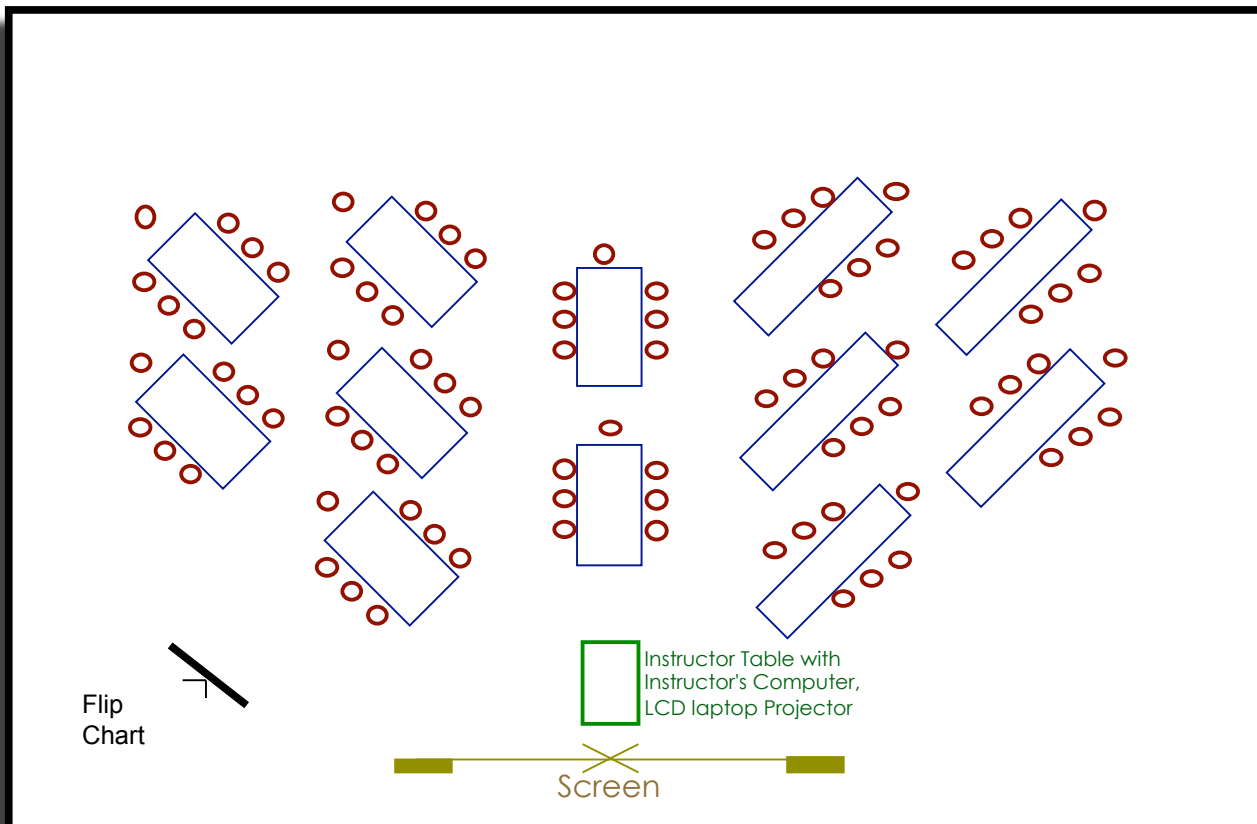


For Groups Over 35



1. **Set-up completion time and instructor access to room:**

Preferred: - by 7:00 am, day of workshop

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

Only if absolutely no other way: - round tables designed for 10 but only 8 seated at each (no backs to screen)

Unacceptable: Tables with less than 2 feet of linear workspace per participant or participants 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.

4. **Electrical Power:**

For presenter/instructor: Power strip with 4 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.

Please contact C3E at (941) 704-9888 or rob@c3excellence.com to discuss alternatives needed.