Room Arrangement

Screen

Trainer Table

Tall Cocktail Table

Projector Connections ▶

Mic. Input ▶ o = **Podium**

Power Strip ▶

Power Strip ▶ **Projector Table**

Participant Tables and Chairs ▶

6´ Tables

8´ Sales Table

Cardboard Displays ▶

8´ Display Tables ▶

Cardboard Displays ▶

Coffee, Water
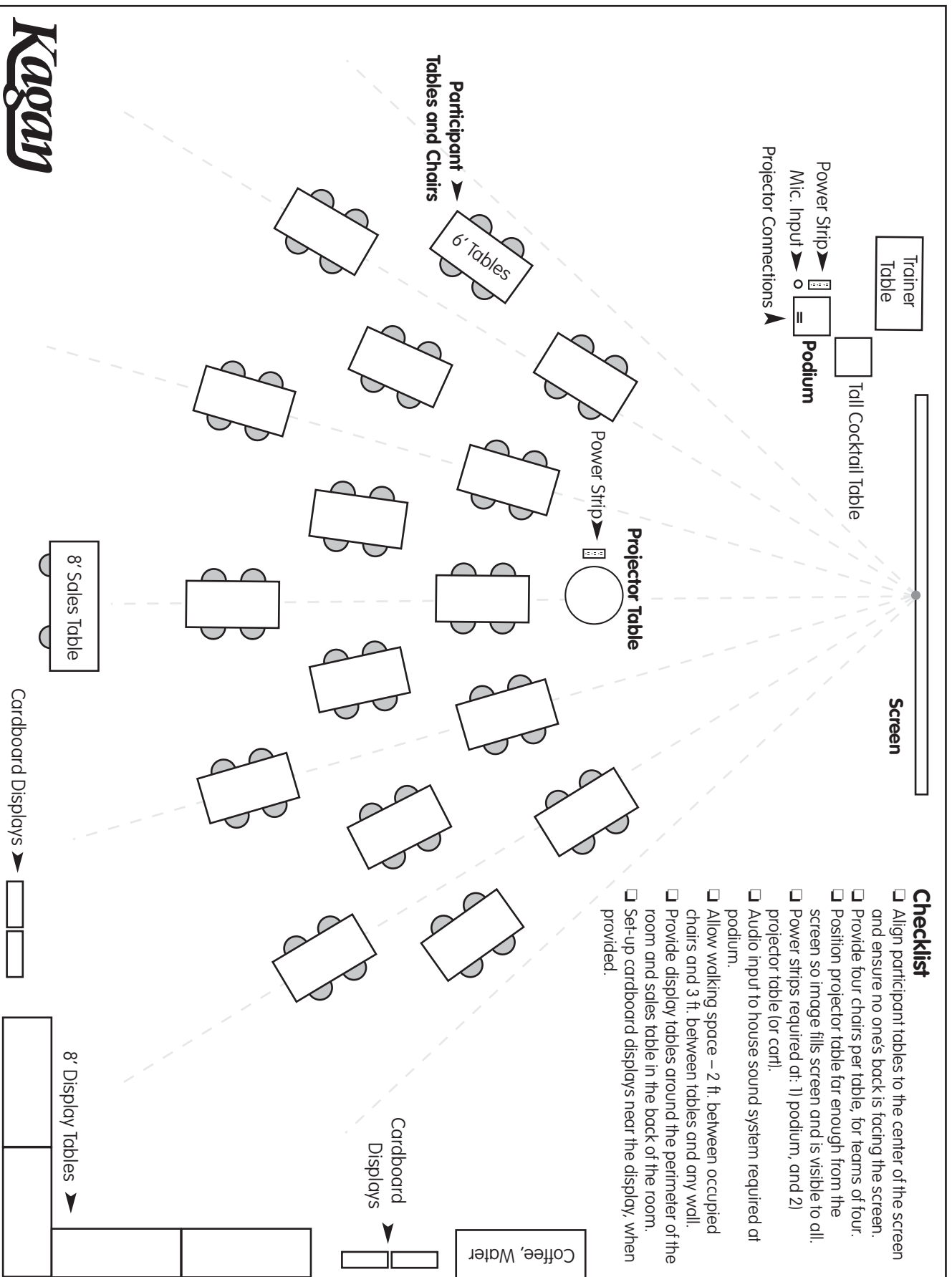
Checklist

- ☐ Align participant tables to the center of the screen and ensure no one's back is facing the screen.
- ☐ Provide four chairs per table, for teams of four.
- ☐ Position projector table far enough from the screen so image fills screen and is visible to all.
- ☐ Power strips required at: 1) podium, and 2) projector table (or cart).
- ☐ Audio input to house sound system required at podium.
- ☐ Allow walking space – 2 ft. between occupied chairs and 3 ft. between tables and any wall.
- ☐ Provide display tables around the perimeter of the room and sales table in the back of the room.
- ☐ Set-up cardboard displays near the display, when provided.