

PLEASE SEND THESE INSTRUCTIONS TO THE HOTEL WHEN MAKING ROOM RESERVATIONS!

***COMMENT: EVEN THOUGH THIS LOOKS LIKE A LOT OF WORK,
IT IS WORTH IT FOR THE STUDENT'S EDUCATIONAL EXPERIENCE!***

One Screen - Center Aisle

1. We need one 10'x10' or 12'x12' screen with the base of the screen elevated a minimum of 5' from the floor (e.g., screen's 3' stand plus 2' platform). Therefore, a 16'-18' ceiling is required.
2. Locate the screen in the middle of the front wall, not in the corners.
 - A. Screen needs to be 12'-18' in front of the LCD projector. The first row of students need only be 10'-16' from the screen.

Front of Room Set-Up:

3. Need one skirted table and one power cord with power strip: The 2' x 8' (approximate) skirted table (for the LCD projector) located 20'-25' (depending on the number of attendees) back from the elevated screen; and an extension cord, with a power strip, from the table to an electrical outlet to power the LCD projector and laptop.
4. One internet connection (either wireless or hard-wired) for the laptop.
5. One bar stool for the instructor. No podium or lectern. Two Coke Classics for instructor
6. Both direct and indirect lighting must be eliminated from shining on the screens.
 - A. No outdoor windows should be in the room.
7. Adequate lighting (probably augmented with spotlights) should be on the speaker's "pacing" area, which is to the left (as facing the audience) of the laptop, without impacting the screen. (Lack of lighting on the presenter results in the participants complaining they can't "hear" the speaker. Really!)

Sound System:

8. Hotel's sound system should be "multi-media" compatible, e.g.,:
 - ♪ A cordless microphone is required for *each* speaker, and
 - ♪ Laptop's sound system should be compatible with, and connected to, the hotel's sound system.

Classroom Style Set-Up:

9. Room should be set classroom style (chevron style if possible), with the first row located as close to the screen as possible (e.g., the first row can be in front of the projector, a minimum of 10'-16'). Because of the large manuals, three chairs per 8' table is preferred.
10. When using one center aisle, a long and narrow room is preferred. When using two aisles, a wide and flat room is better.
11. Adequate classroom lighting in the attendee section is essential.
12. Please match the size of the room with the size of the audience and do not set up for more attendees than anticipated. Extra chairs located at the back wall is recommended for those walking in late or wanting to get up during the session. (Too large of room, or too many empty chairs, drains energy out of the room!)

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