

## ***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!***

### **Two Screens:**

1. We need two 10'x10' or 12'x12' screens with the base of each 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 each screen in the middle of each of two aisles on the front wall, not in the corners. For example, one screen will be located about 1/3rd the distance from the left side and the second about 1/3 rd from the right side.
  - 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.
  - B. Provide VGA cables from LCD projectors to head table.

### **Front of Room Set-Up:**

3. Need two skirted tables and two extension cords: The 2' x 8' (approximate) skirted tables (one for each LCD projector) located 12'-18' (depending on the number of attendees) back from *each* elevated screen; and an extension cord from each table to an electrical outlet to power *each* LCD projector.
4. One 2'x8' (approximate) skirted table (for the laptop and for the speaker's notes) located half-way between the two screens in front of the first row of students. A power cord from the table to the electrical outlet is needed for the laptop.
5. One internet connection (either wireless or hard-wired) for the laptop.
6. Two bar stools for the instructors. No podium or lectern.
7. Both direct and indirect lighting must be eliminated from shining on the screens.
  - A. No outdoor windows should be in the room.
8. Adequate lighting (probably augmented with spotlights) should be on each speaker's "pacing" area, one to the left and one to the right of the laptop, without impacting the screen. (Lack of lighting on the presenters results in the participants complaining they can't "hear" the speakers. Really!)

### **Sound System:**

9. 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:**

10. Room should be setup classroom style, 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'). Left and right section can be set chevron-style. Because of the large manuals, three chairs per 8' table is preferred.
11. A wide and flat room is required for this configuration, not long and narrow, with a minimum of two aisles. When possible, add aisles on the extreme left and right side.
12. Adequate classroom lighting in the attendee section is essential.
13. 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!)