Presentations: Preferred Room Setup

This area should have dimmed lights, window shades, no skylights, or other openings that cannot be **fully** light controlled. Always, Always check out lighting in advance (during the daytime). Ceiling 10 feet high or higher.

Table for equipment

PA System is generally needed for 25 or more people, or in any room where acoustics are a challenge

Large screen or blank light colored wall (8 feet or larger when 40 or more people)

Angle tables toward screen

Small, low table for projector

Registration
Welcome Station

Table for coffee, healthy snacks & lunch

Tables for sponsors materials, displays

Name Tags, Agenda, Handouts

Entry