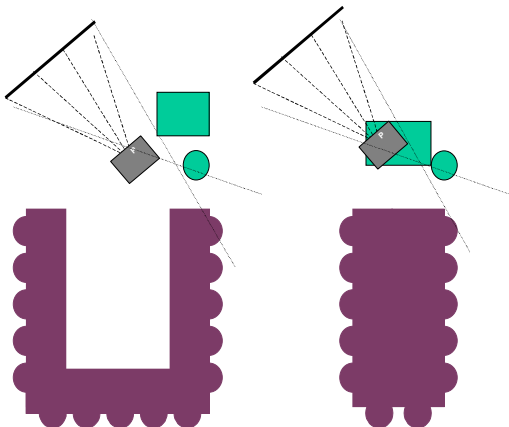


ROOM SET UP

This sheet can be useful to sort out in your own mind what you need and to communicate your needs to others too.

Meeting Room set-ups

- U shape and boardroom table.



Set-up directions

- Numbers – overall
- Numbers – per row / per table
- Width of aisle
- Screen on high riser
- Projector table / trolley height
- Speaker table – size and position
- Table for handouts
- Refreshments table
- Water – speaker table, delegates' tables

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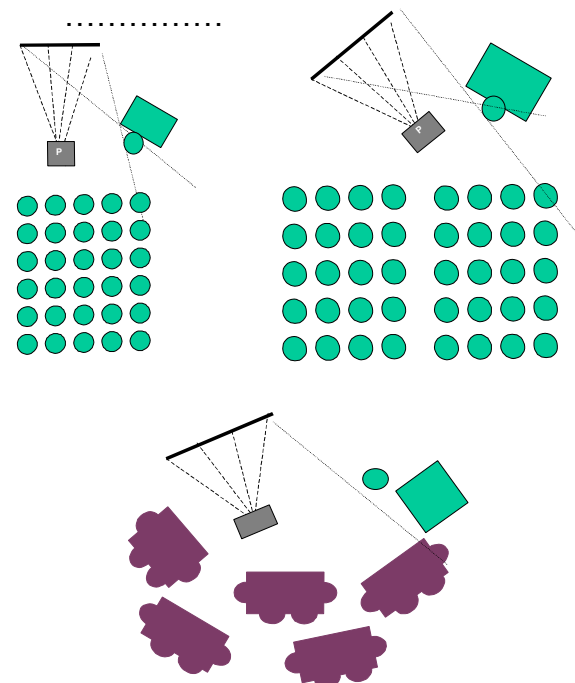
NOTES:

Arranging the seating, screen, projector etc. can be difficult:

1. Maximise sight-lines for the audience
2. Avoid your shadow on the screen.
3. Avoid barriers between you and the audience e.g. table for your notes.
4. Left-handed presenters may find it more comfortable to reverse projector and speaker positions.
5. If a high riser is used or the screen is mounted high, then it can probably be square on to the audience.
6. Check for keystoneing and adjust either angle of screen or projection.

Conference & Training Room set-ups

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Call or email **Roome for Growth** for further information.

Presentations matter

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