Room Setup

Do you want participants to talk to each other? Interact? If so, set the room up in one of the configurations that follow.

Adults remember grade school: sitting staring at the back of each other's heads, getting the very real message to "sit down, shut up and go to the bathroom when I tell you to." This is generally the memory they bring to training and learning events.

To help them avoid getting stuck there—which means you'll have a long day of lecture, where you are the only one learning anything—seat them in ways that creates the sense of a team at a table.

Make them "go camping" periodically so that they sit next to people they don't know.

Room temperature is important. The maximum temperature should be 72 degrees Fahrenheit; a bit cooler after lunch to help folks stay awake.

Set the room up so that folks who need to exit can do so without disrupting others.

If possible, avoid fluorescent lighting, and glare. If you are using an overhead projector, or LCD, try to dim the lights near the screen or wall onto which you are projecting.
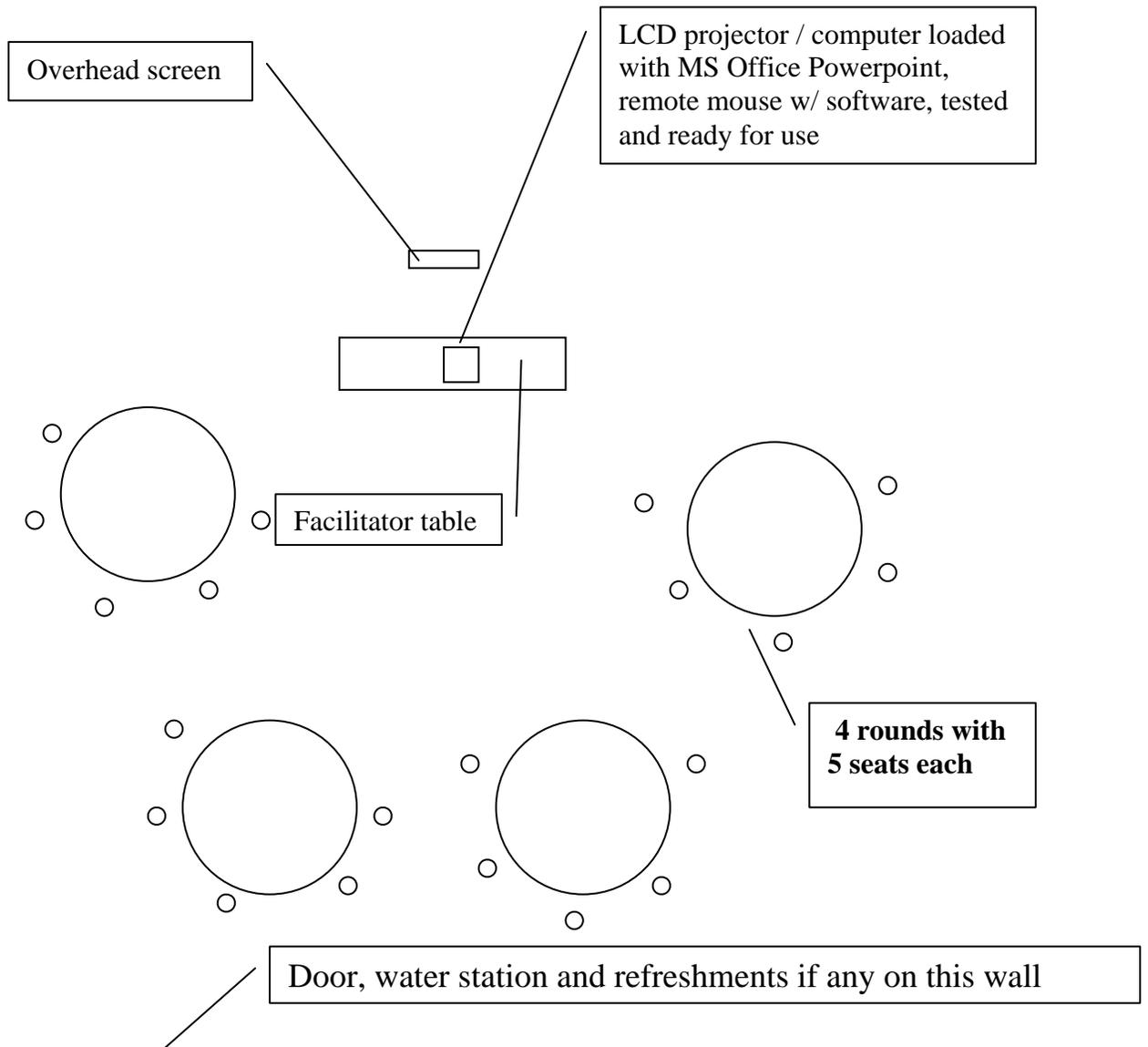
It helps to have things people can do with their hands while they are learning. They still learn if they have puzzles, modeling clay, magnetic sculpture items, even crayons. This accommodates the need of kinesthetic learners who are sitting.

Remember that you may have learners with visual or hearing impairments. Try to arrange tables to that from any seat, you can be seen. This is also another reason to set the tables so learner's can see each other's faces.

Avoid setting the room so that there is a "head" of the table. The person who sits either at the head or in the middle of a table is the person most likely to dominate the dynamics of the people at the table. This is another reason to require participants to "go camping" periodically, and can even give you room to ask some discreetly where to sit.

Theatre, classroom style, and U-shaped table settings are best for meetings where participation is not desirable.
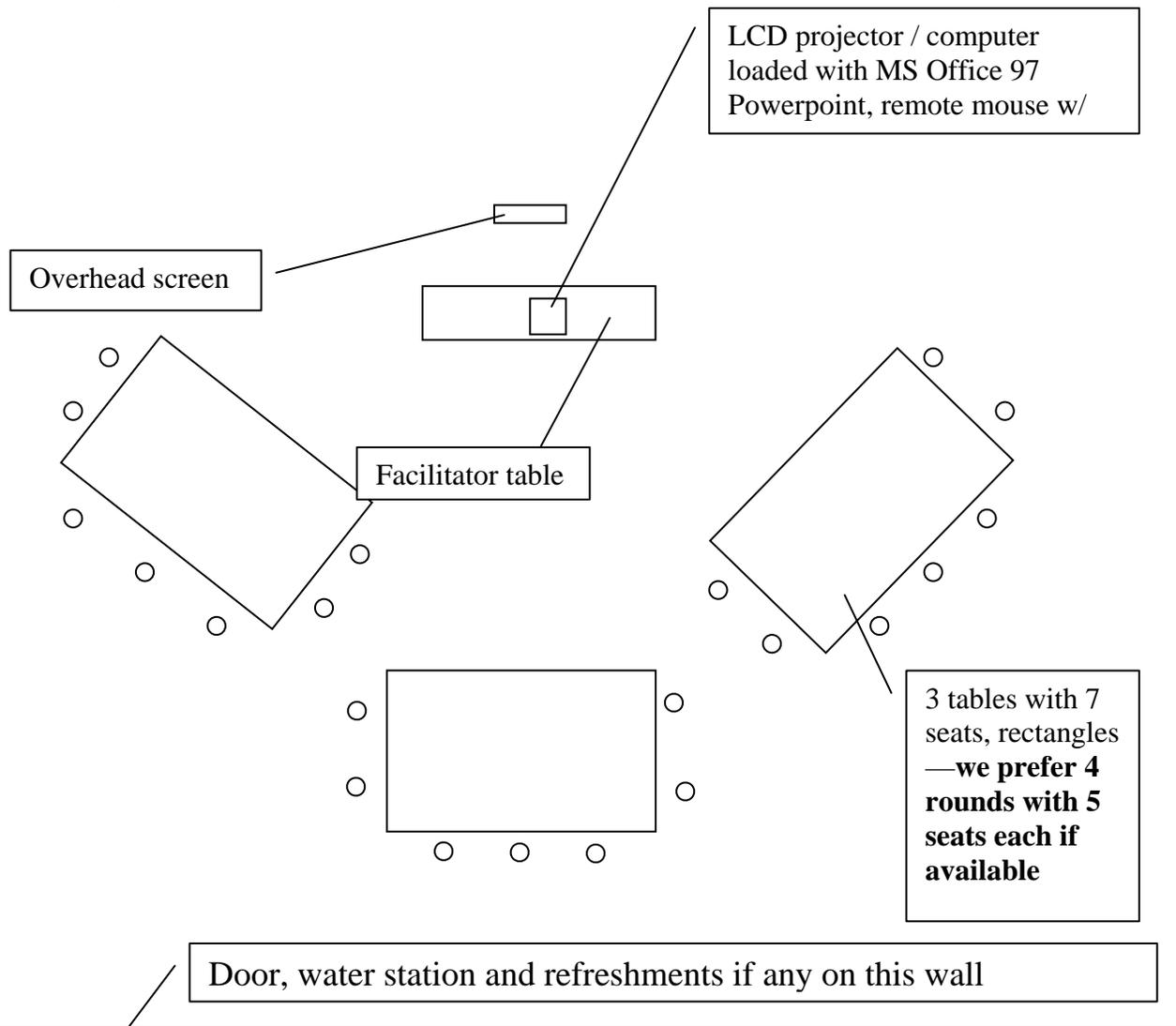
Room Specifications—PREFERRED

Overhead screen

LCD projector / computer loaded with MS Office Powerpoint, remote mouse w/ software, tested and ready for use

Facilitator table

4 rounds with 5 seats each

Door, water station and refreshments if any on this wall

Also:
___ 2 flip charts
___ 1 set of Black, Red, Blue, Green markers for flip charts
___ 1 roll masking tape
___ 1 box of push pins or putty for wall work
___ 1 ruled writing pad per person
___ 1 pen or pencil per person
___ 1 "boom box" with CD player (optional)

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Room Specifications --ALTERNATE

LCD projector / computer loaded with MS Office 97 Powerpoint, remote mouse w/

Overhead screen

Facilitator table

3 tables with 7 seats, rectangles —**we prefer 4 rounds with 5 seats each if available**

Door, water station and refreshments if any on this wall

Also:
____ 2 flip charts
____ 1 set of Black, Red, Blue, Green markers for flip charts
____ 1 roll masking tape
____ 1 box of push pins or putty for wall work
____ 1 ruled writing pad per person
____ 1 pen or pencil per person
____ 1 "boom box" with CD player (optional)

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