

Room Specs

Event Space Details

Plenary Room (Main Program):

NO TABLES in any of the rooms.

- Access to the sound system/Mac connection.
- Chairs in an “arc” for all attendees + S&D team.
- 4 standing large flip charts w/ chart paper.
- Notepads and pens for all participants
- Small table on the side of the room for tech.
- A refreshment table in the room is acceptable.

Additional Breakout Rooms:

- Room should be at least 18' x 18'.
- **NO TABLES in the room.**
- 8 - 9 chairs in an “arc”
- 1 large flip chart on w/ chart paper.

If there are screens/digital equipment in the room, who knows how to operate them? Can they be turned off?

Please make sure all of the above it set up 1 hour before program start. Thank you!



STAND & DELIVER

Minimum Room Dimensions

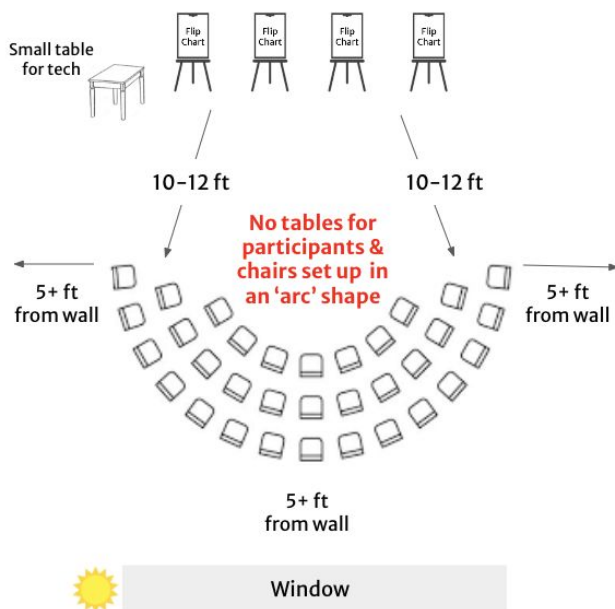
Breakout room dimensions are 18' x 18'.

Plenary rooms for up to 32 participants:

Participants	Dimensions
<9	18' X 18'
9-16	25' X 25'
17-24*	25' X 35'
25-32*	25' X 40'

*Rooms for over 16 participants should be larger than 20' wide

Plenary (Main) Room



Breakout Room(s)

