**Virunga – Burundi Meeting & Presentation**

Date: December 12, 2022

Time: 1-5 pm. The meeting itself will only last an hour but would like to reserve the room for 4 hours

Total expected number of attendees: 50

Room set-up:

* Boardroom style or U-shape with seating for 30
* Seating for 20 arranged on the periphery of the room

IT requirements:

* Large projector screen
* High resolution projector capability
* Internet access
* Table microphones (5 or more)

Catering:

* Water around the table. Coffee and tea service setup available in the meeting room.