



Room setup and audiovisual requirements

Room

Table arrangement for participants: Classroom style

Table arrangement for Charlie: Six-foot table at the front—no podium required

Water: On a table in the rear—preferably not on participants' tables

Ashtrays: Preferably none

Audiovisual requirements

Projection screen: Required

Power cord: Required

Flip chart with paper: Required

Projector: Required

Microphone: If there is a large number in attendance or if the room is extremely large, a microphone may be needed. Lavalier microphone is preferred.