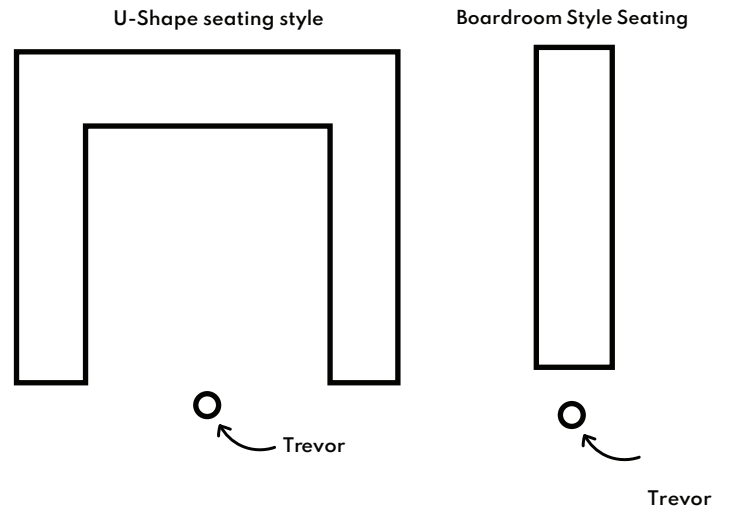


## Training/Small Groups Set Up

### Training (Up to 20 people) :

- HDMI Cord preferred or bluetooth
- U-Shape or Boardroom style seating preferred
- No mic needed
- White board or flip chart required
- Trevor brings his own equipment

\*Training may not be recorded\*



## Speeches/Large Groups Set Up

### Stage (20 people upwards):

- White board or flip chart requirement
- HDMI Cord preferred
- Own equipment preferred (can use facilities).
- Own clicker provided
- Auditorium seating style preferred
- Mic preferences:
  - 1st level
  - 2nd mic
  - 3rd lectern
- Room temperature water
- No lecture required

