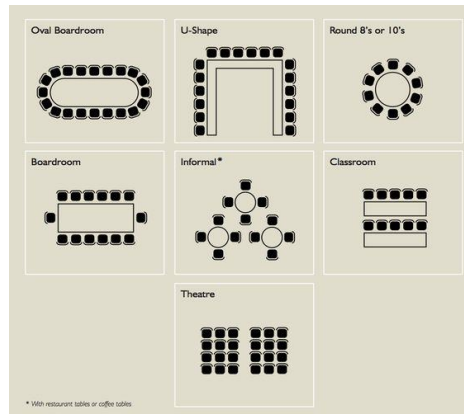


## Jeanette Nyden's training venue set up

Below are the specs that Jeanette will need for the training session. Please let me know if you have any questions.

Room Set Up. In order of preference:

- 1) U shaped up to 12
- 2) Small tables of 8 with 4-6 at a table for over 12, or groups of 4 facing each other but still able to see the presenter
- 3) Rows of tables all facing me chevron style (**best for more than 30**)



Your company will provide:

- Projector and connector cords (**Jeanette has a HDMI connection and an adapter**)
- Power cord for projector and electrical extension cords
- Table for the projector
- Podium or table for me to set my laptop (**can be same as projector**)
- Flip charts and markers or a white board and markers
- Post it notes (**1 or 2 pads for people to jot things down**), pens and paper (**these can be pads from the hotel**)
- Microphone for larger rooms and audiences (**prefer lapel mic or livelier mic**)
- Water

Jeanette will provide:

- Laptop and HDMI adapter

If your company does not allow non-company laptops on site due to security reasons Jeanette is able to use a company laptop. She will bring the presentation materials with her on a thumb drive just in case you don't have it when she arrives.