

Supplies

Help us help you!



Post-it or 3M Stickie Flip Charts

Provide one stickie flip chart at front of the room if Keynote. Provide one in front and one per table group if for workshop.



Sturdy Easel stands for flip charts

Please provide one sturdy easel per flip chart. If easel is not available, please provide a tabletop easel pad, one per table. Provide one in front and one per table group if workshop.



Sharpie felt tip markers

Black, blue, brown and green. Please no highlight colors or red, yellow, and orange as they are hard to read.



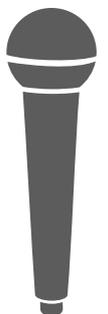
Podium and/or small table

Please provide a podium or small table at the front of the room for laptop and facilitator notes.



Technology

One LCD Projector and screen or wall-mounted LCD with an additional electrical supply. Connection for laptop.



Sound

Handheld wireless mic and sound equipment if over 20 participants.

Room Set-up

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