

Room Setup

Audience/Room Size:

- The maximum class size is 30 attendees. (Please let me know if it will be smaller than that.)
- It's best if the room can be somewhat oversized for the audience. At several points in the workshop, we will stand up and move around.

Front of room:

- I need a table at the front of the room for my materials. Ideal size: 6 feet by 18 inches.
- I need two flip charts, or a white board, to write on, plus Red, Green, Blue, and Black markers.
- If the group is larger than 10, it's best that the flip charts or white board be raised up (e.g., on a platform) so that the full writing area can be seen from the back of the room.

Attendee seating: Please make sure chairs are spaced far enough apart. Attendees need to be comfortable with open binders in front of them while doing writing assignments.

- 1st choice: classroom style tables with an aisle down the middle.
- 2nd choice: any other table arrangement.

Digital projector & screen (optional but recommended):

- I will bring a laptop computer to display slides during the workshop.
- Please let me know one week in advance if you cannot provide a digital projector and screen, as I will bring some additional posters and/or overhead transparencies.

Supplies & Refreshments

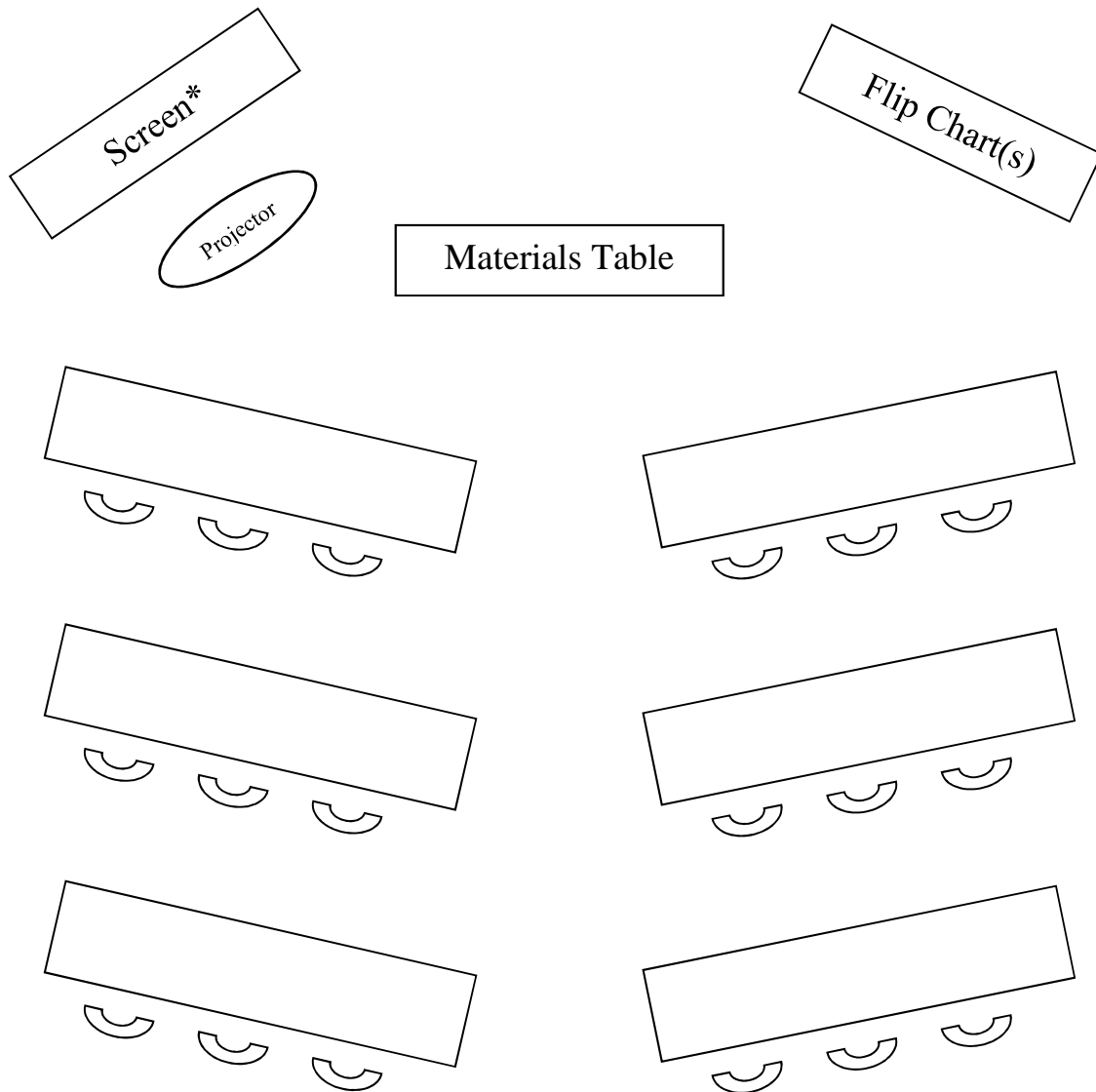
- I will supply each attendee with a Thinker's Toolkit, which includes a 4-color pen and small notebook.
- Please supply tape and 100 or so sheets of white copier paper for the class. Formal name tents are desirable.
- Please let me know if you are providing any refreshments at the breaks. (I recommend providing some snacks with protein in the morning.)
- The lunch break is normally one hour. It can be cut to 45 minutes if lunch is provided.

Setup Time:

- I like to arrive at the room to set up at 1 ½ hours before the workshop begins. I need someone to meet me then to help set up. (Please let me know who I will be meeting.)
- I will ship workbooks and toolkits to the site in advance. (Please tell me where to ship them.) Please have them in the room when I arrive to set up.
- I need someone for half an hour afterwards to help break down, pack up, and show me out.

Typical Room Layout

(Not to Scale.)



*If possible, I prefer that the screen be to one side of the room. If that's not possible, then I prefer that my materials table be put to one side, so that when I am at the materials table, I am not standing in front of the screen.