



# Venue Requirements

## All Presentations

Jani will bring her laptop and all AV cords needed.

## AV Requirements

LCD Projector and Screen

## Room Size

The working space needs to be able to accommodate the number of attendees so that they can be seated comfortably and see the presentation.

## Seating Arrangement

Room set up is usually boardroom style or U-shape depending on the room size. A whiteboard or flip chart is helpful.

## Arrival Time

It would be useful for participants to arrive 10 minutes prior to the start time. This will allow everyone time to settle in so that the workshop can commence on time.

## Contact

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