

Ken Warren's room set-up preferences for in-house programs

Please find following Ken's preferences for the setup of the room you will be organizing for his presentation. If you have any questions or difficulty with the following, please contact Ken through 0406 402 800 or ken@positivepeoplesolutions.com.au

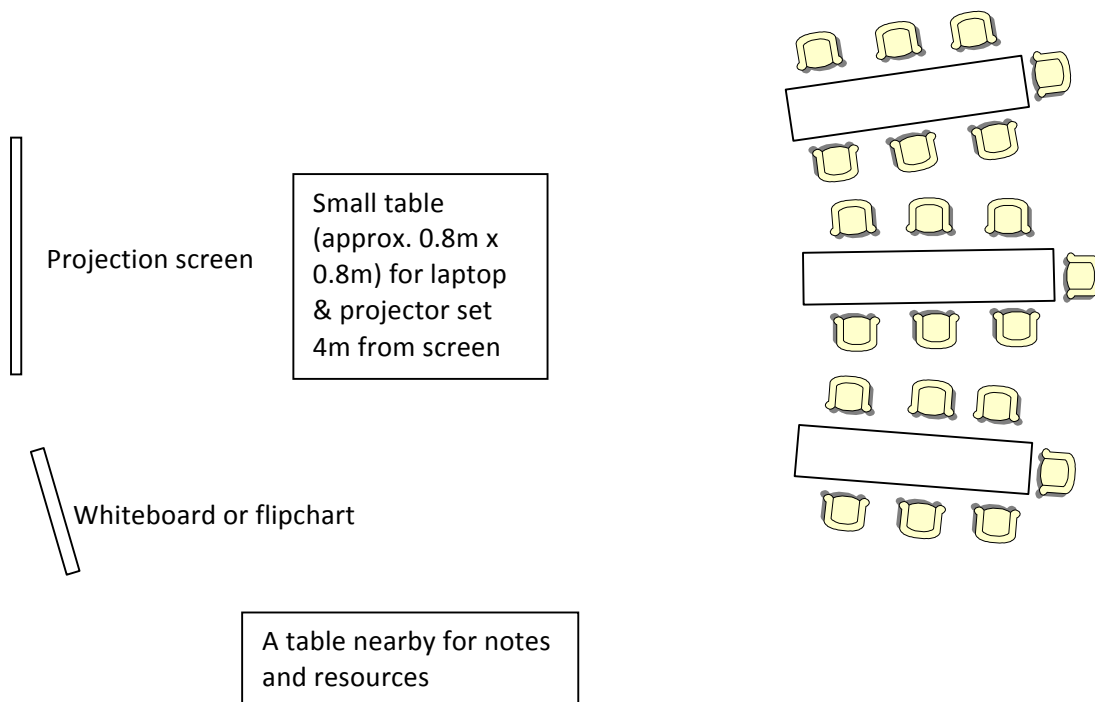
- Ken will need access to the room 30 minutes beforehand to set-up his equipment
- Please give Ken the name and contact details of the person he should ask for when he arrives who can direct him to the room and assist with the room setup if needed
- Ken will bring his own data projector and lap top computer, but will need a projection screen or a clean wall on which to project, a multiple power board and extension cord
- If there is a data projector already setup in the room, Ken will be happy to use that. Ken will be using a Mac computer, but will bring all necessary adaptors with him.
- If there are more than 50 attendees, Ken will need amplification. If possible, a cordless hand-held microphone is preferred.

The following are Ken's preferences for the room setup. However, Ken will trust your judgment as to what works best in the room you have organised and the number you have coming.

Here are some options for you to consider. Please discuss with Ken if needed:

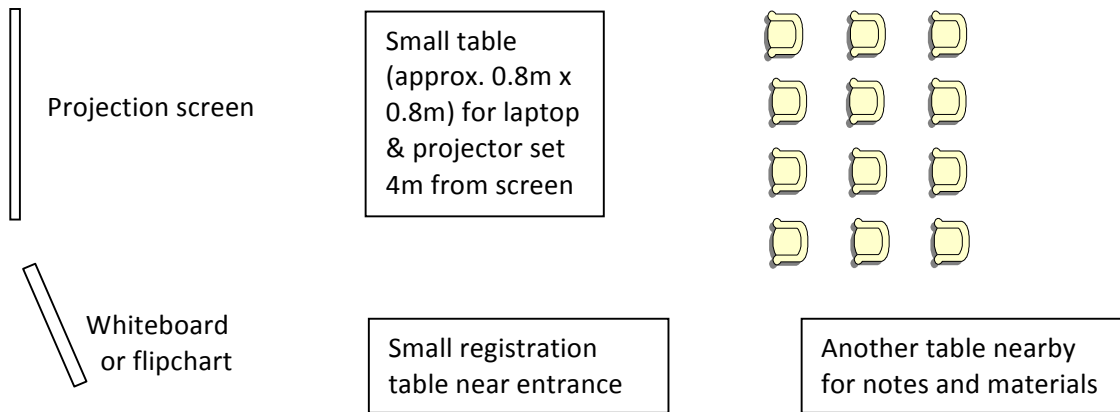
1. Cabaret Style – Ken's first preference

(Suits groups of 20 to 60 people. Rectangular or round tables are fine)



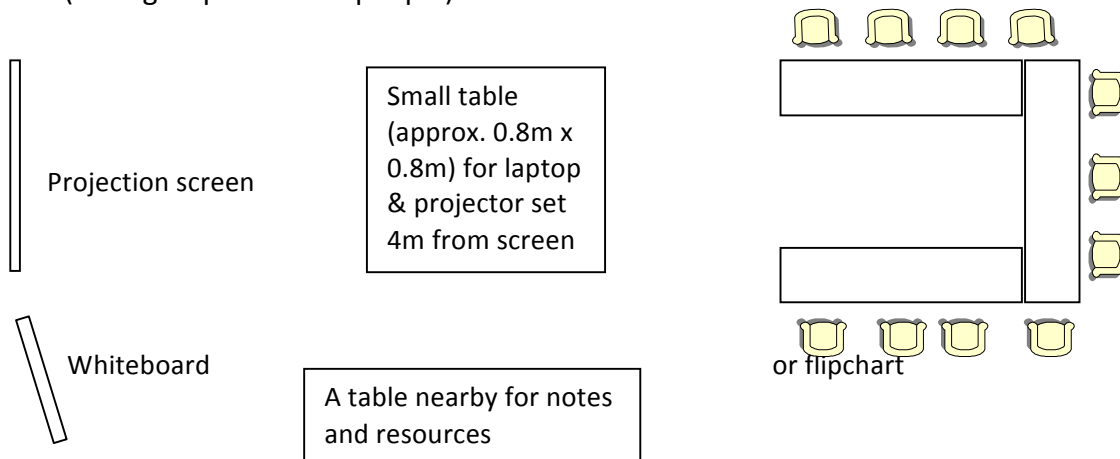
2. Theatre Style

(For larger audiences or when the room cannot accommodate Cabaret style)



3. U Shape

(Suits groups of 12-20 people)



4. Boardroom Style

(Suits smaller groups up to 12 People)

