



Ken Warren's Room Set-Up Requirements

Please find following Ken's room set-up requirements. Thank you for your attention to these matters which will help things to flow smoothly on the day. If you have any questions or difficulty, please contact Ken through ken@positivepeoplesolutions.com.au or 0406 402 800.

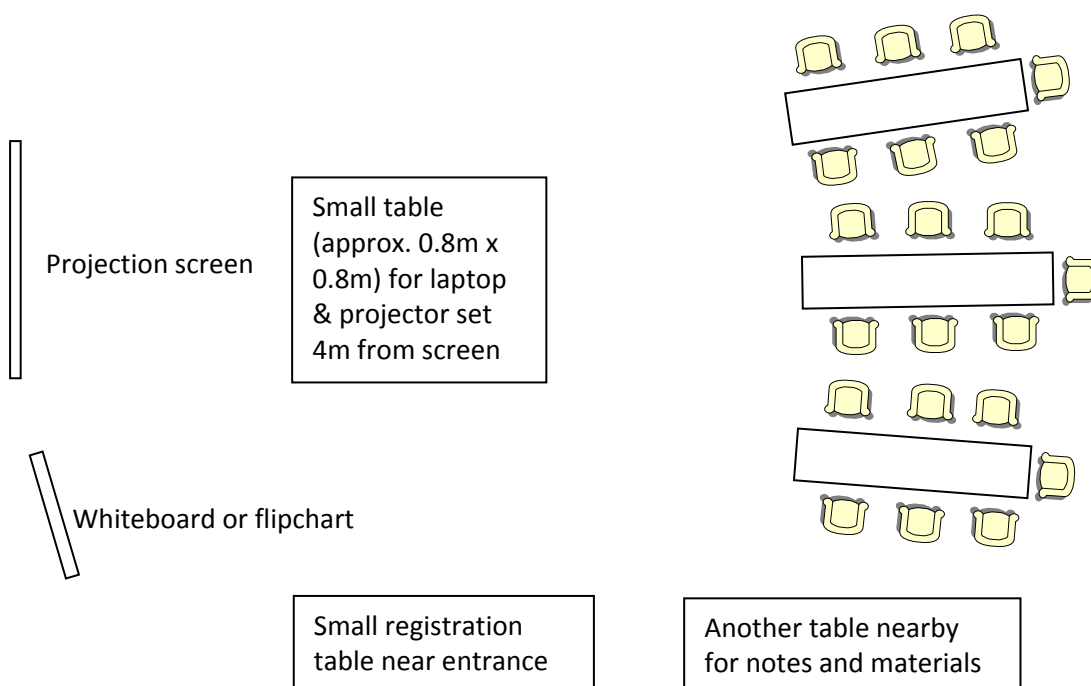
- Ideally, Ken will need access to the room 45 minutes beforehand to set-up his equipment
- Please give Ken the name and contact details of the person to meet and assist Ken when he arrives
- Ken will bring his own data projector and lap top computer, but will need a projection screen (or a clean wall) on which to project, a multiple power board and extension cord
- If possible, please ask the venue to arrange table cloths on the tables, glasses and jugs of water for the participants and Ken (not cold), and pens & paper for the participants.
- It helps Ken interact with the participants if they have name tags (first names are fine)
- If there are more than 50 attendees, Ken will need amplification - a cordless hand-held microphone is preferred

The room setup is largely dependent on the size of the audience and the room that will be used.

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

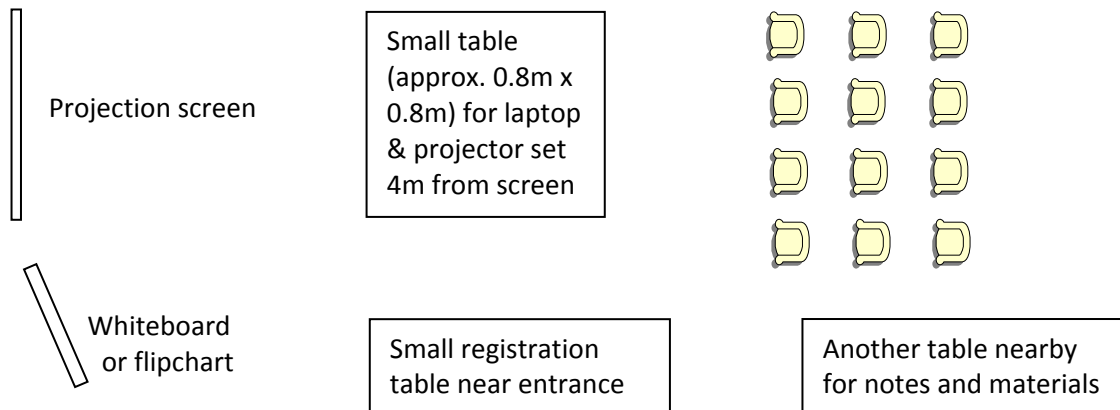
1. Cabaret Style – Ken's first preference

(Suits groups of 20 to 100 people. Rectangular or round tables are fine)



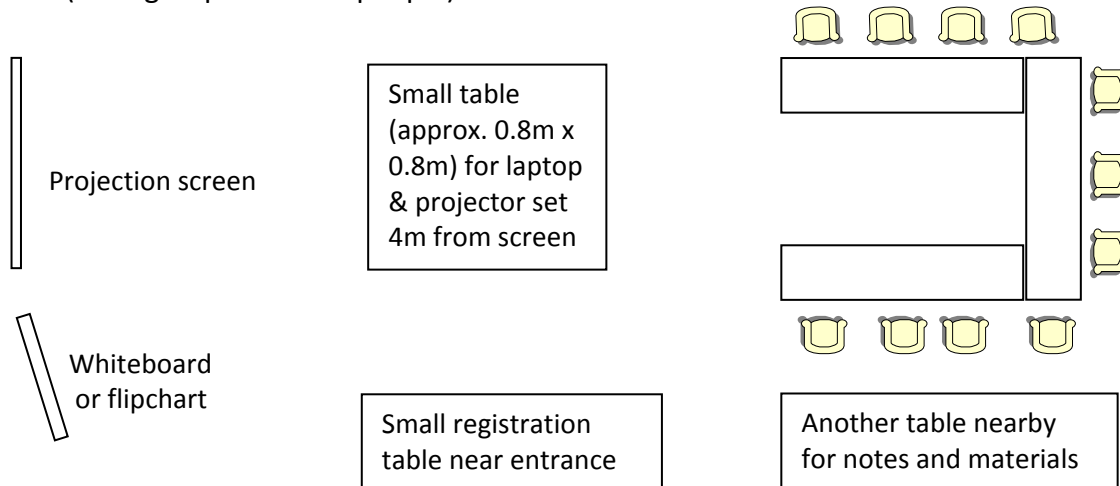
2. Theatre Style

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



3. U Shape

(Suits groups of 20-25 people)



4. Boardroom Style

(Suits smaller groups up to 18 People)

