

Workshop Setup

Our experience demonstrates that the environment for a workshop greatly contributes to its overall success, so management of the following is appreciated:

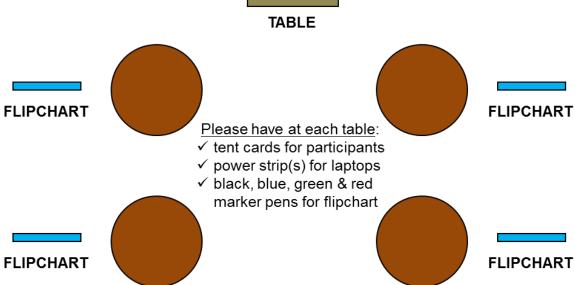
- Room (spacious size, comfortable seating, good acoustics)
- <u>Tables</u> (seating for 6-7) in "U" shape per attached diagram
- Tent Cards (print last page and participants can write name)
- Power at each table for laptops (multi-plug adapter is handy)
- Internet access so people can use PMX (wireless preferred)
- Flipchart & Marker Pens (e.g. black, blue & red for each table)
- PC Projector (USB, HDMI or WIFI), screen & stool at room front
- Refreshments at approximately 8:30, 10, and 2:30 and lunch at 12
- Dress is business or casual according to your company culture.
- Request that the Team Leader (or their designate) bring a laptop.
- Coffee is nice around 8:00 so people can chat and get settled.
- Lunch could be catered depending on restaurant availability.

Workshop Setup



SCREEN





Players + Value + Strategy = Sales

