

ROOM SET UP FOR MEETINGS AND TRAINING PROGRAMS



Infinity Consulting and Training Solutions (ICTS)

PO Box 3342
Manassas, Virginia 20108
Phone: 540-520-5733
Fax: 703-368-1928
Email: info@ictscorp.com
Website: www.ictscorp.com
EIN: 26-1560130
DUNS: 841146520
CAGE: 6HCS7

ICTS is on Social Media:

Linked In: www.linkedin.com/in/sardeklove
Twitter: www.twitter.com/splove1
Facebook: www.facebook.com/sardek.love
YouTube: <http://bit.ly/gi0hhH>
Blog: www.Think2SuccessNow.com

ROOM SET UP FOR MEETINGS AND TRAINING PROGRAMS



Infinity Consulting and Training Solutions (ICTS)

PO Box 3342
Manassas, Virginia 20108
Phone: 540-520-5733
Fax: 571-292-2561
Email: info@ictscorp.com
Website: www.ictscorp.com
EIN: 26-1560130
DUNS: 841146520
CAGE: 6HCS7

ICTS is on Social Media:

Linked In: www.linkedin.com/in/sardeklove
Twitter: www.twitter.com/splove1
Facebook: www.facebook.com/sardek.love
YouTube: <http://bit.ly/gi0hhH>
Blog: www.Think2SuccessNow.com



CLASSROOM SETUP

Classroom Size and Setup:

- Classroom size is 40' X 50'.
- The classroom should be setup using round tables (or 2 rectangular tables put together) to create space for teams of 5-6 around each table and other elements shown in the Classroom Layout diagram (next page). [Please note: of the options for classroom layout shown on the following two pages, the first one is preferred. Also, we know the actual participants will vary and the number of tables may be different than represented.]
- We also request a facilitator table to the side, 2 extension cords with power strips, a projection screen, a table in front of the projection screen for the computer/projector, and two flipchart easels with pads and markers.
- We also prefer to have the snack areas setup outside of the classroom space to avoid distraction.
- Please have a computer projector available. We will bring our own, but like to confirm backup availability.

Activity Space:

- The classroom size allows for additional space in the room for activities. If the larger room is not available, please supply an additional "breakout" space of approximately 20' X 20'.
- The breakout space should be empty.
- The breakout space should be adjacent to the classroom, though, if possible, it should not be located in the same room as the classroom.



