

Equipment Requests

Equipment for Trainer

- LCD Projector and Screen
- Flipchart and Pens
- Speakers for our laptop (*preferable rather than necessary*)
- WiFi or Internet Access (*again preferable but optional*)

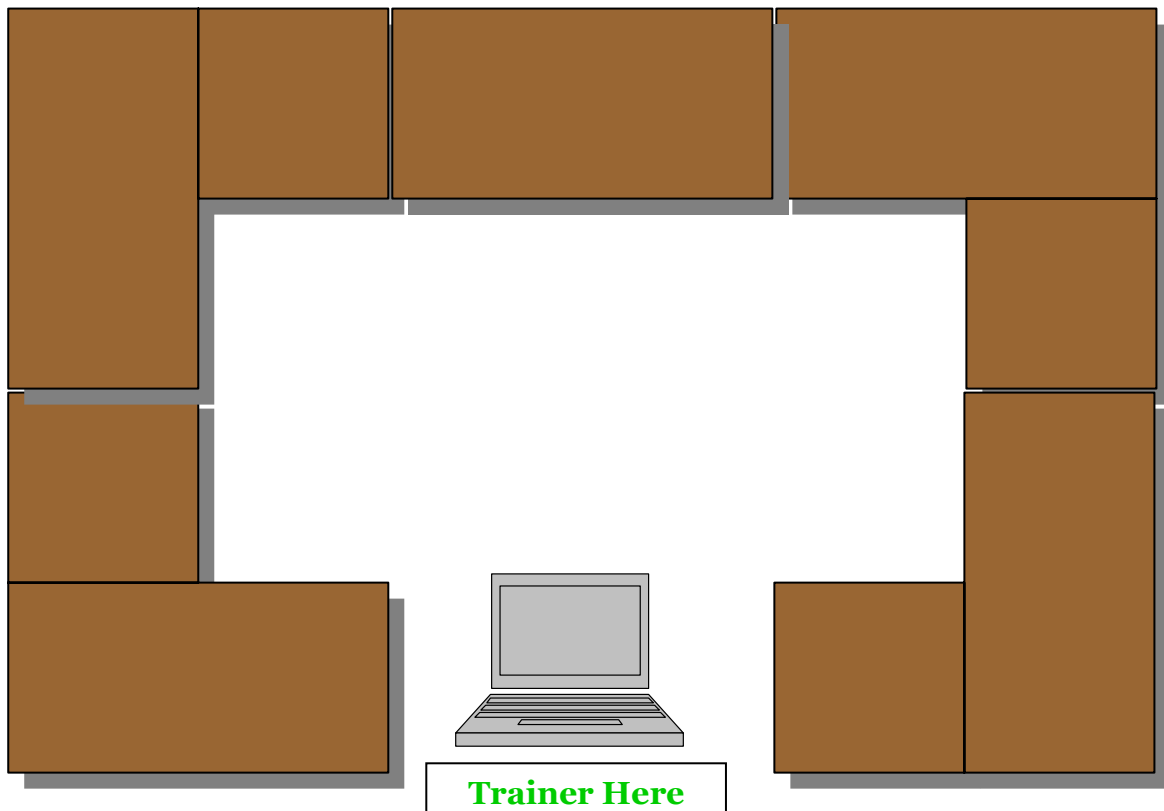
NB: We will bring our own laptop

Equipment on delegate tables

- Plain A4 Paper

Room Layout for up to 20 delegates

- Boardroom Style

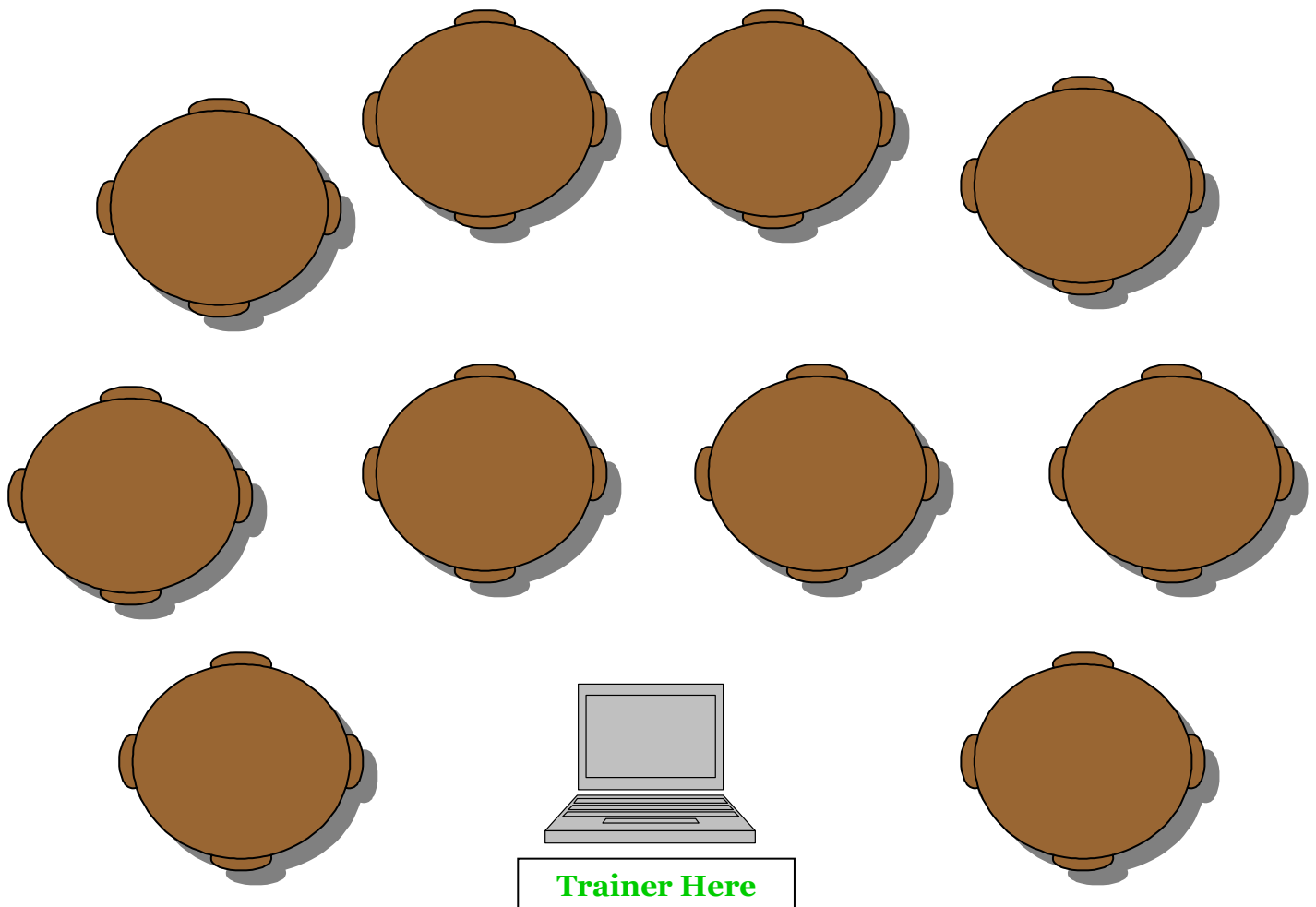


NB: These are REQUESTS rather than DEMANDS!

**If you have any queries, please contact Helen Richards
Tel/Fax: 0870 8502480**

Room Layout for between 20 – 100 delegates

- Cabaret Style



Room Layout for more than 100 delegates

Cabaret style is still preferable but the room dimensions may prevent this so rows will be ok; we will still ensure that the training is interactive, with lots of opportunity for discussion and reflection.

Please note though that we will need a **Lapel Microphone** for large numbers (NOT a hand-held mike please) with associated PA system

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