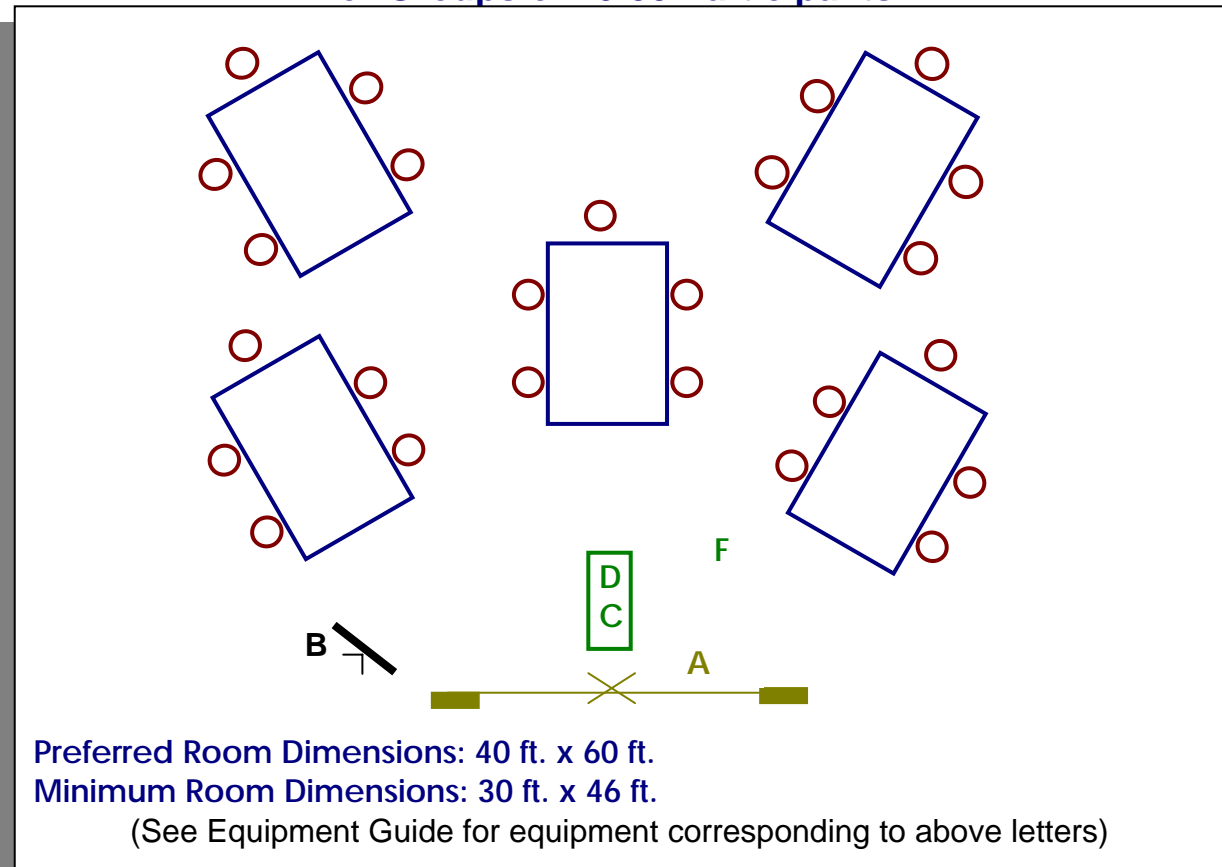




Room Set-Up For Groups of 20-35 Participants*



NOTES:

- **Room set-up completion time and Instructor access to room:**

Preferred: - 1½ hours prior to session time

- **Tables:**

Preferred: - As shown above

Acceptable: - Round tables
- U-shaped, if room size permits and break out areas for teams of 4-8 participants are provided

Unacceptable: - Less than 2 feet of linear work space per person
- Participants are required to sit with their backs to the screen.

- **Seating:**

- Chairs must be placed so that all participants have an unobstructed view of the front of the room and screen.

Preferred: - Chairs which are ergonomically designed, can tilt/swivel on caster wheels

Acceptable: - Mobile cushioned chairs

Unacceptable: - Chairs which are uncushioned, folding or immobile

- **Lighting:**

- Lighting should be bright enough for participants to work at their stations.

Preferred: - Ability to have all the lights on except those within 6 feet of the screen

Unacceptable: - All lights must be either on or off

- Inability to turn off lights within 6 feet of the screen

* With larger groups of over 50, please seat only 8 participants at each **round or rectangular** table (However, use tables that are designed for 10 people to allow for more room for participants).

Contact IMT for specific details. (941) 907-0666, email imt@imtC3.com