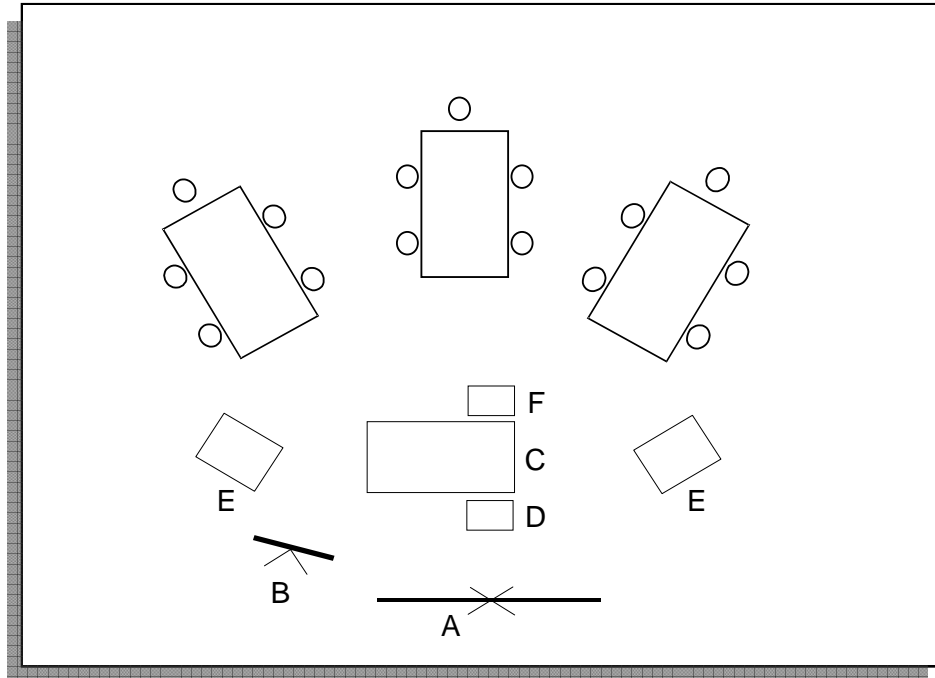




## Room Set-Up for Video Facilitated Workshop



**Preferred Room Dimensions: 30 ft. x 40 ft.**  
**Minimum Room Dimensions: 20 ft. x 30 ft.**

### NOTES:

- **Set-up completion time:**
  - Preferred:** - by 6:00 p.m., the evening prior
  - Acceptable: - 1 ½ hours prior to workshop start time
- **Instructor access to room:**
  - Preferred:** - 1 ½ hours prior to workshop time
- **Tables:**
  - Preferred:** - rectangular tables
  - Unacceptable: - tables with less than 2 feet of linear work space per participant; participants required to sit with their backs to the screen.
- **Seating:** Chairs should be placed so that all participants have an unobstructed view of the front of the room and screens.
  - 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 and view video.
  - Preferred:** - ability to have all the lights on except those within 8 feet of the screen
  - Unacceptable: - all lights on or off
    - inability to turn off lights within 6 feet of the screen

Please contact IMT at 941-907-0666 or email [imt@imtC3.com](mailto:imt@imtC3.com) for answers to any questions.