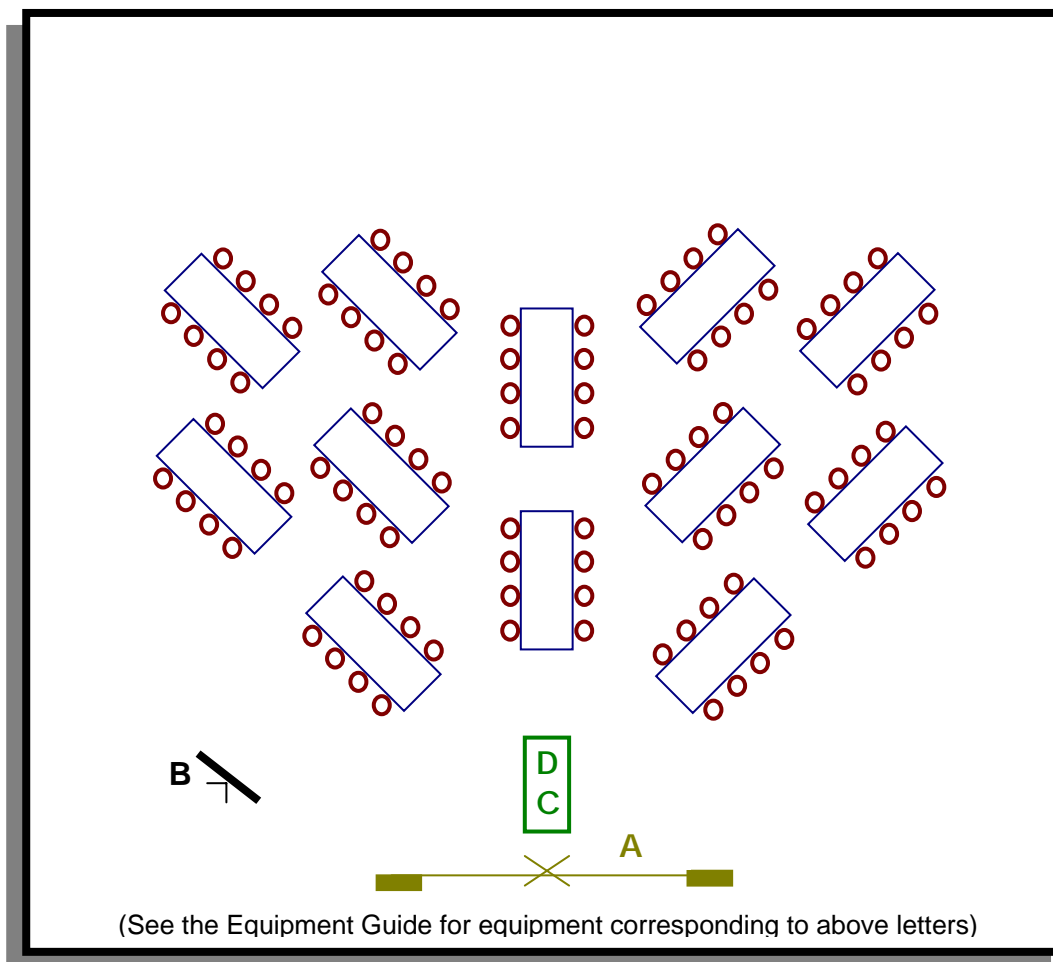




## Room Set-Up for Groups Over 35



- **Set-up completion time and instructor access to room:**

- **Preferred:** - by 8:00 p.m., the evening prior
- **Acceptable:** - 1 1/2 hours prior to workshop start time

The absence of **preferred** environmental characteristics below is proven to cause participant dissatisfaction, less receptiveness and reduced learning. Your help here will make an impact.

- **Tables:**

- **Preferred:** - rectangular tables, 8 ft. x 30 inches
- **Acceptable:** - round tables designed for 10 but only 8 seated at each
- **Unacceptable:** - tables with less than 2 feet of linear workspace per participant or participants 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 that are ergonomically designed, can tilt/swivel on caster wheels
- **Acceptable:** - mobile cushioned chairs
- **Unacceptable:** - chairs which are folding, immobile or not cushioned.

- **Lighting:**

- **Preferred:** - ability to have all the lights on except those within 6 feet of the screen
- **Unacceptable:** - all lights can only be on or off
- - inability to turn off or block lights within 6 feet of the screen

- **Temperature:** - accessible controls within the room.

Please contact IMT at (941) 907-0666 or [imt@imtC3.com](mailto:imt@imtC3.com) to discuss alternatives needed.