



Meeting Room Specifications

The Compressed Air Challenge[®] (CAC) recommends following these room specifications to maximize class efficiency. Small groups work on problems during the class and also the entire class listens to the instructors' presentations. For this reason the seating should be laid out to encourage classroom interaction and discussion, but to allow for a comfortable view of the front of the room. CAC instructors have some unique preferences for audio visual and room layout that may differ from this specification. It is important to discuss this specification with your instructor well ahead of the event.

Hotel Contract (If applicable)

As each hotel contract is different, it is important to read your contract carefully. In most cases, it is not necessary to block sleeping rooms for your attendees. However, you do need to guarantee accommodations for the instructors and the on-site manager (if needed) for the night before the training (and during the training for the *Advanced* class).

Room Size

The size of the room should be adjusted according to the number of attendees. Training room should be suitable for an interactive training style (no auditorium seating; attendees need a writing surface).

Suggested Room Set-Up

Outside Room:

- 2 skirted tables with 2 chairs set directly outside the meeting room for registration
- water and 2 glasses

In room (see attached room set-up diagram):

- 18 to 20 – conference room tables (2- 6' tables placed side by side to form a 6' x 5' conference table) with 5 chairs at each table
- 1 – skirted table with 1 chair in back corner of room
- 6 chairs lined up in back of room for observers
- 2 – 6' tables pushed together and set lengthwise in front of the screen with a chair on each side of the projector (see diagram - for overhead projector and instructor materials).
- water glasses and pitcher of water at each table
- dishes of candy at each table (optional)

- pads and pencils at each seat
- coat rack in back of room if enough room; if not, place table for coats inside room
- a copy of the room set-up for the staff to ensure proper room set-up

Audio Visual for Fundamentals Training

- 2 flipcharts with pads and markers
- overhead or computer projector, per instructors' requirements
- 8' tripod screen (center set) or best size screen to fit room
- 2 wireless lavalier microphones with fresh batteries (Do not use if there are less than 25 people unless the instructor requests it)

Audio Visual for Advanced Training

- computer projector with laptop hookup or overhead projector with spare lamp and a box of blank transparencies (check with instructor)
- two 8' tripod screens or best size to fit room
- back up laptop (optional, but strongly recommended)
- 2 wireless lavalier microphones with fresh batteries
- Flipchart with pad and markers

Food and Beverages

- 7:00 a.m. – Continental breakfast, for example, coffee (regular and decaf), hot tea, orange juice, fresh fruit, muffins, and bagels with cream cheese.
- 9:00, 10:00, and 11:00 a.m. breaks: replenish beverages only. On site manager should keep a close eye on quantity of beverages available, and should be notified when food or beverage is being replenished or runs out.
- 12:00 – 12:45 p.m. – buffet lunch: Deli display for build-your-own sandwiches with soup or salad is advisable; also, beverages, e.g., ice tea, soda, coffee (regular and decaf).
- 2:00 p.m. - break: sodas, mineral waters and cookies or brownies.
- 3:00 p.m. - replenish beverages only.
- If holding the class at a hotel, keep in mind that you must give your hotel contact the food and beverage guarantees 72 hours in advance.

Room Set-Up Diagram

