

Training Room Preparation Checklist

Class Title:

Visual Technology

Check which items you need. Verify they will be available.

Classroom

Full size 27 inches x 30 inches flip chart with flip chart easel and markers

Whiteboard

Projection system

In-house computer

Your own laptop

Other:

Webinar

Webinar software

Audio Technology

Check which items you need. Verify they will be available.

Classroom

Speakers for any audio (for example, movies, music, sound clips)

Microphone(s) for large rooms

Webinar

Use the webinar system's built-in audio

Microphone

Headphones for facilitator and participants

Telephone conference line

Room Setup Options (Classroom)

Choose one:

U-shaped seating (ideal for less than 15 participants)

Rounds or rectangular pod-style seating (ideal for 15 or more participants)

Classroom style (all seats in rows)—not ideal, but sometimes necessary