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Business Improv

Technical Requirements

It is critically important for your Speaker to have the visual requirements met, without substitutions or omissions, to deliver a successful presentation. If any of these needs cannot be fulfilled, please contact The Center for Heart Led Leadership as soon as possible to discuss alternatives!

To ensure the Presentation is a success, Business Improv will need:

- 1 Room large enough for full group
 - PPT capabilities programmed and ready to open (depending on client request). This includes projector and screen. No audio.
- Breakout Rooms
 - There should be one (1) breakout room per facilitator. Group size if 15-20 participants per facilitator
 - All rooms should be flat with a minimal size of around 20' x 20' (or big enough for roughly 20 adults, in each room, to walk around the space freely and not feel claustrophobic)
 - The breakout rooms should be cleared of everything with the exception of an equal number of chairs as there will be workshop participants and a flip chart with a few different colored markers
 - 5 pads of paper (8.5" x 11") for each room
 - 5 pens for each room
 - 1 flipchart for each room with colored markers (2 total flipcharts & sets of markers)
 - The temperature of each room should be set around 68 degrees F (20 degrees Celsius)
 - Water & snacks provided by the client

All equipment should be thoroughly tested by your Visual Technician prior to the start of your Event.

Please be sure to allow time for a run-through with your Visual Technician.