2

LOCATION

What is the technology do I need? How does venue support me? Do I need time to set it up and test it?

☐ Projector ☐ Sound
☐ Electronic Voting system ☐ Speaker
☐ _____

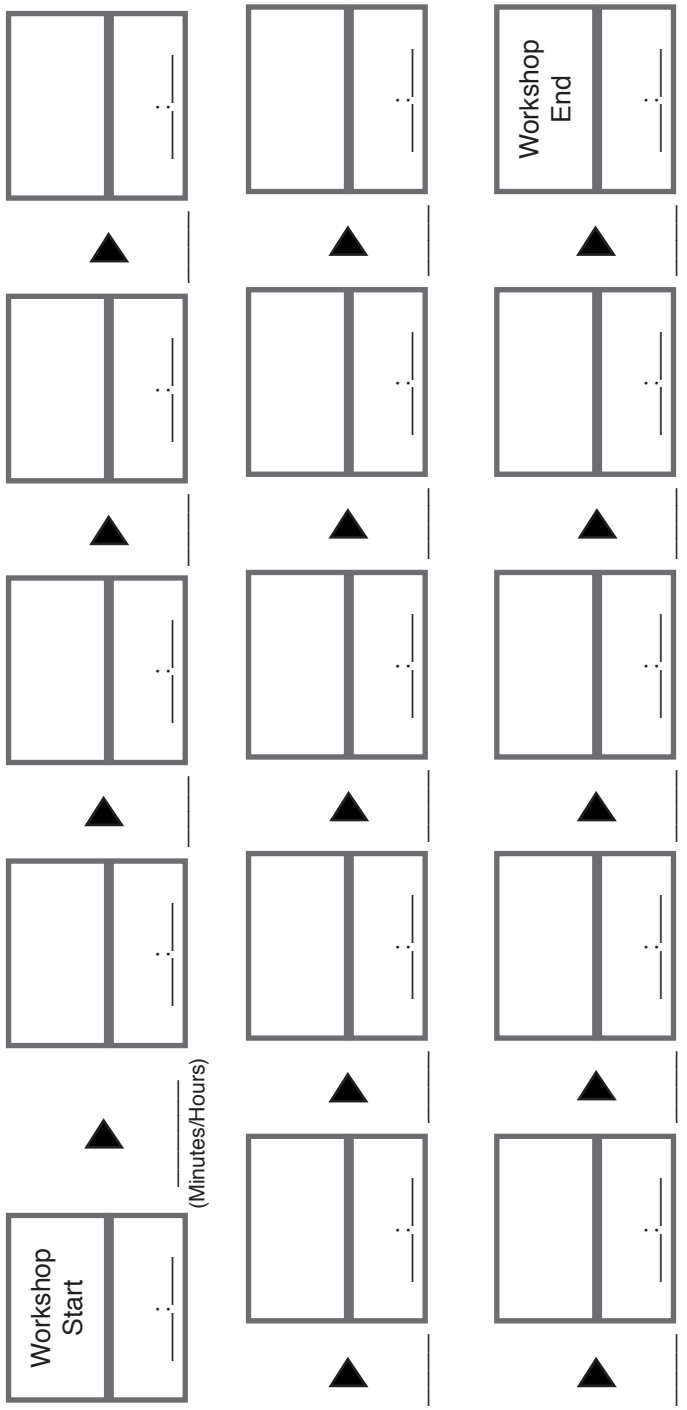
How will I lay out my workshop? Have I considered:

☐ Table arrangement ☐ Chair arrangement ☐ Whiteboard
☐ Projector ☐ Materials ☐ Flipchart ☐ Food and beverage
☐ Way to toilet ☐ Way to smoking area ☐ _____

Please draw a floor plan below.

TIME

Arrange my time for activities on my timeline. Have I thought about:

☐ Total time ☐ Rest time ☐ Meal ☐ Check-in and check-out ☐ Ice breaker ☐ Activity time
☐ Extra time for activities to run over ☐ Activity styles and order
☐ Rearrange room/equipment between act ☐ Connections between different activities ☐ _____

Please write them into your timeline below.