

RECOMMENDED ROOM SETUP

For Chris Lytle's Presentation

(Forward a copy of this to the hotel/catering coordinator)

How to make sure every person attending your Chris Lytle presentation has a good seat and a great experience

Choose the right facility for your event

Choose a facility that specializes in meetings. A business hotel, conference center, community college, or civic center. We've also had successful seminars at country clubs and banquet facilities. A hotel site promotes more of a business atmosphere.

- ❖ Reserve a "cozy" room. If your goal is 200 participants, ask for a room that seats 180 rather than one that seats 300.
- ❖ **We need a room with natural light. It's important for participants and the speaker.**
- ❖ Make sure any meetings in adjacent rooms will be quiet.
- ❖ Arrange to have ice water set on every table and see that the room is refreshed at the break.

Our Schedule

HALF-DAY SEMINAR

- 8:30 Registration and coffee
- 9:00 Seminar begins
- 10:30 Break
- 10:45—12:00 Seminar
- Lunch (optional)

FULL-DAY SEMINAR

- Use three-hour seminar schedule at left, plus:
- 1:00—3:00 seminar concludes

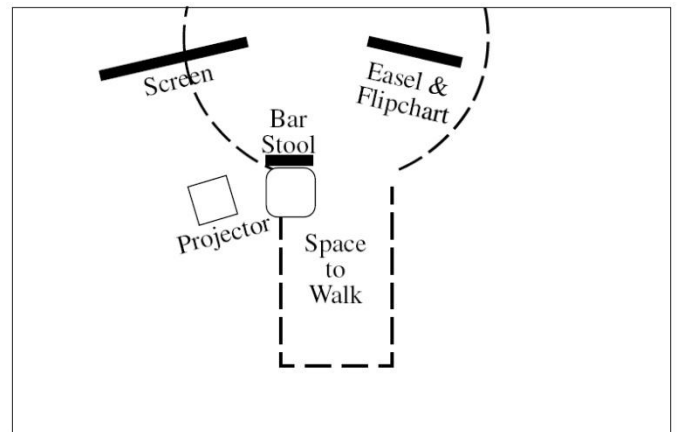
For questions at any time, call 800.255.9853
Ask for the seminar planning coordinator.

Equipment needed

- ❖ No stage. Chris will walk into audience at times.
- ❖ LCD/data projection system for PowerPoint
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- ❖ 6-to-8 foot projection screen
- ❖ Bar stool or tall chair for Chris to sit on occasionally
- ❖ Instructor's tables (for Chris's papers)
- ❖ Easel with a flipchart
- ❖ Flipchart markers (blue, black, red)
- ❖ Wireless lavalier microphone

Create a comfortable learning environment

- ❖ Choose from these seating arrangements. They're shown on the next page in order of Chris Lytle's preference. Notice that few seats face straight forward. The goal is to have everyone face the speaker, not the front wall.
- ❖ The diagram below shows how Chris's speaking area should be setup.



Chris Lytle's Commitment to You

Chris will be in the seminar room an hour before the meeting starts to do a sound check and be sure things are setup correctly. He will be seated and ready to perform when he is being introduced to the group. Chris promises

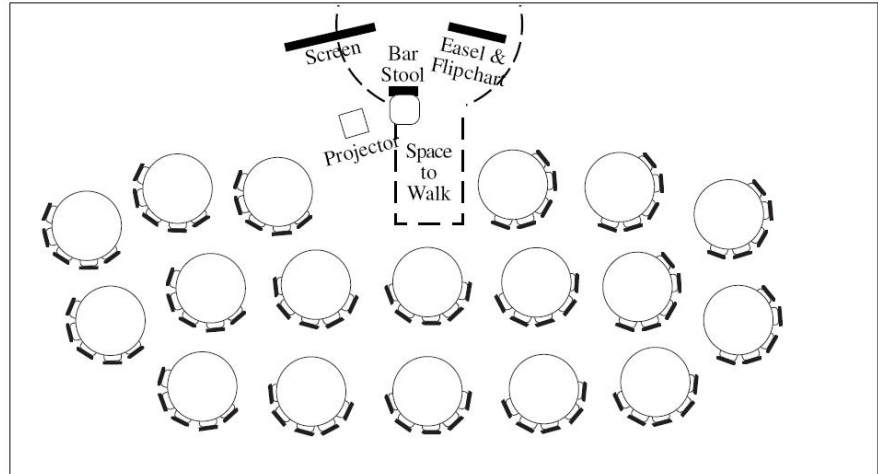
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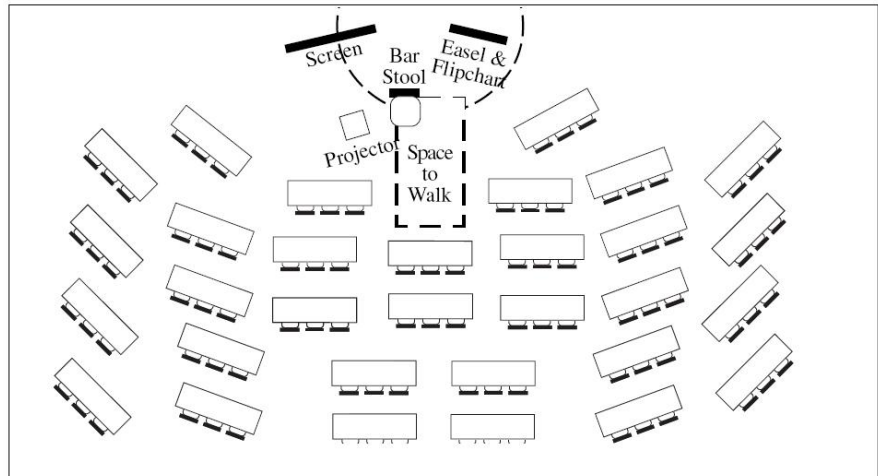
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1. Half-rounds

This arrangement allows for group discussion and creates a participative learning experience.



2. Classroom



3. Classroom

