



## WORKSHEET: Facility and Equipment List

### FACILITY:

The symposium requires a room that is well lit, comfortable and spacious. Size will depend on the number of participants. Tables and chairs should be set up to support interactive group work.

#### You will also need:

- One table at the entrance for registration
- Tables at the back or side of the room for refreshments
- Display tables for sharing resources
- Small table at the front of the room for presenter's laptop and presentation notes
- Other:  
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- Other:  
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- Other:  
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### EQUIPMENT:

- Two large flip charts with paper and markers
- Large screen
- LCD projector (Saskatchewan *in motion* will provide)
- Laptop computer equipped with Power Point (Saskatchewan *in motion* will provide)
- Extension cords and power bars
- Other:  
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- Other:  
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- Other:  
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