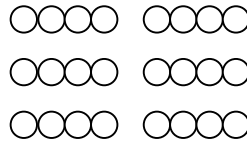


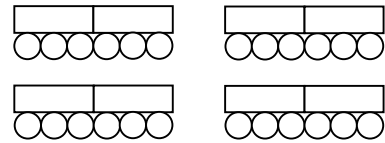
Considerations for making your meeting a success

Room Configuration Options

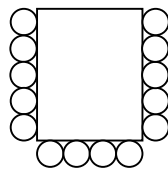
Theater



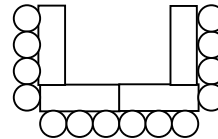
Classroom



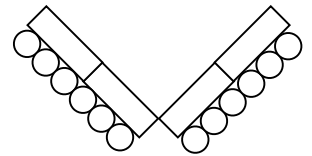
Boardroom



U Shape



V Shape



Service and Equipment Available

Equipment	Presentation Tools	Catering
LCD Projectors	Projection Screens	Coffee Service
TVs/VCRs	Dry Erase/White Boards	Continental Breakfast
3/4" Tape Player	Dry Erase or Standard Markers	Sandwich Luncheon
Desktop Computers	Flip Charts	Working Lunches
Laptop Computers	Lecterns	Hot Luncheon
Monitors	Document Camera	Snack Service
Networking Systems	Scan Converter	Dinner Meal Service
Modems	Hi-speed Internet Access	Cookie Tray
Overhead Projectors	Wireless Microphones	
Slide Projectors		
Audio Systems		
Lighting Systems		