



Champs Unlimited

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Presenter/Venue Requirements – For your Event Organiser

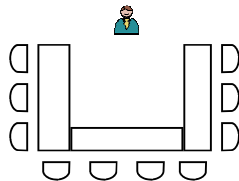
Presenter's Requirements:

- | | | |
|----|--|----------------------------|
| 1) | Microphone: | no (unless large audience) |
| 2) | Laptop/PC (with power-point capability) | yes |
| 3) | Data Projector & Screen (to use with laptop) | yes |
| 4) | Extension lead for IPod: | yes |
| 5) | TV/Video (if data pro not available): | yes |
| 6) | Butchers paper: | yes |
| 7) | 1 x Chart Stand & one moveable Whiteboard: | yes |
| 8) | Water for Presenter: | yes |
| 9) | Table for Presenter: | yes |

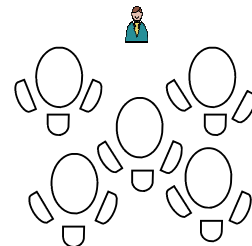
Venue Requirements:

- 10) **WATER FOR AUDIENCE: Jugs & Glasses on each table please**
IT IS IMPORTANT THAT PARTICIPANTS HAVE ACCESS TO AT LEAST 1 to 2 LITRES EACH THROUGHOUT THE DAY AT THEIR FINGERTIPS
- 11) Estimated break times: 8.45 for a 09:00 a.m. sharp start
Morning Tea: 10:15 – 10.30 a.m.
Lunch: 12:30 – 1.15 p.m.
Afternoon Tea: 2:45 – 3.00 p.m.
FINISH TIME: 04:30 p.m.
(CATERING REQUIREMENTS – Client to organize - to be provided in-house or other)
- 12) **Room Setup: U Shape (preferred) or Cabaret Style for larger numbers**
Air-conditioning and natural light ensure participants are comfortable and able to remain focused and alert throughout the day. Desks/tables suitable for participants to write comfortably.
- 13) **Participants are requested to bring their own pen.** Paper not required as Work Journals supplied by Champs.

U Shape



Cabaret



Prior to training, we will require:

Please email scott@champsunlimited.com or fax to 32714988 – Thank you!

Venue Address

Access to venue 45 minutes prior to training (details access codes etc)

After hours contact person name and contact numbers