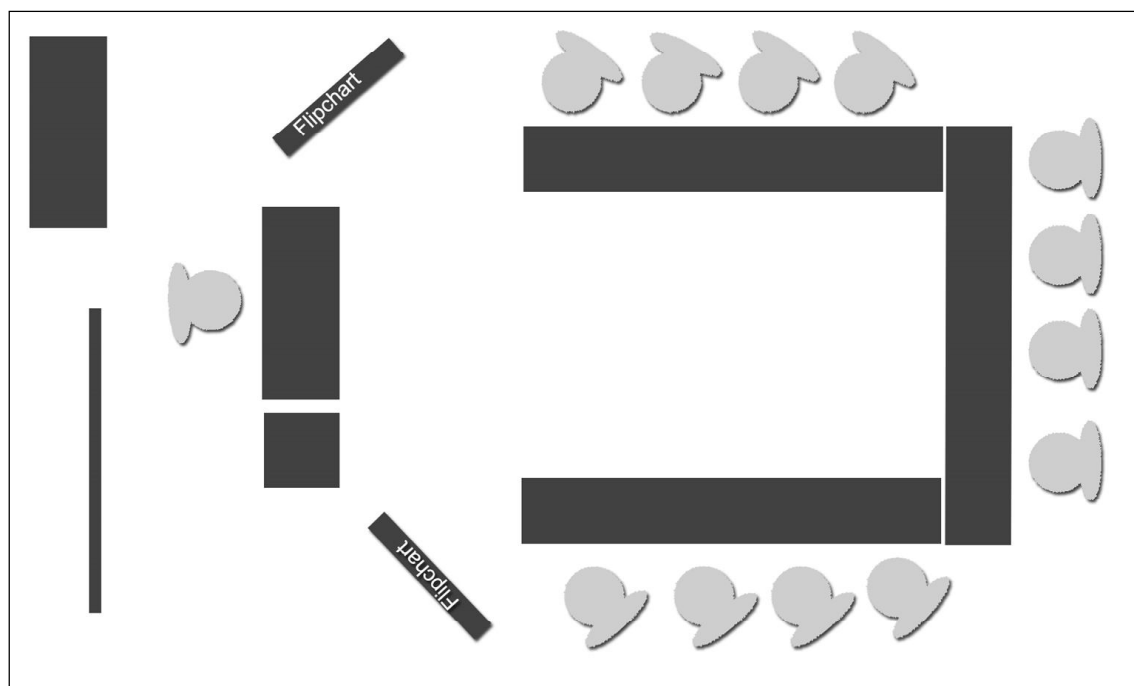




DESCRIPTION FOR MAIN ROOM

- A projector will be provided by The Gap Partnership – must be space at front
- 2 double power sockets accessible from Top Table
- 2 flip charts
- Screen which needs to be at least 2m
- Natural Light is preferred, no traffic or noise disturbance
- All tables must be clear of pens/pencils/name cards/water/sweets etc.
- 16 flip chart pens required – In Blue, Black, Green and Red
- The Gap Partnership will provide all other materials

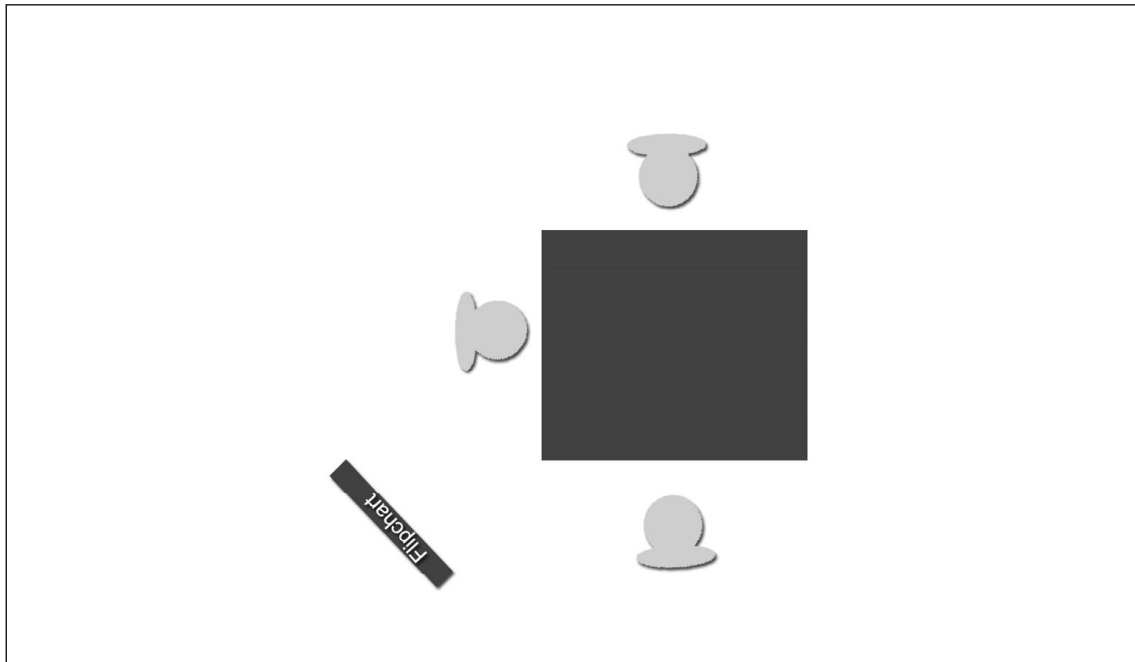




DESCRIPTION FOR 4 BREAKOUT ROOMS

Designed for **1st and 2nd breakout room**

- For 3 people
- 1 Flipchart
- Close to the other rooms
- Delegates **must be** unable to hear noise from other breakout rooms
- All tables must be clear of pens/pencils/name cards/water/sweets etc.





Designed for **3rd** and **4th** breakout room

- 6m x 6m at least
- Should be able to seat 6 people boardroom style with enough room for table on the side and video equipment for filming activity around the table
- 1 flip chart & Stand
- 2 double power sockets
- This room is used for filming- good lighting and quiet location required
- Close to main room and other syndicate- But unable to hear other rooms
- All tables must be clear of pens/pencils/name cards/water/sweets
- of pens/pencils/name cards/water/sweets

