

Chapter 3:

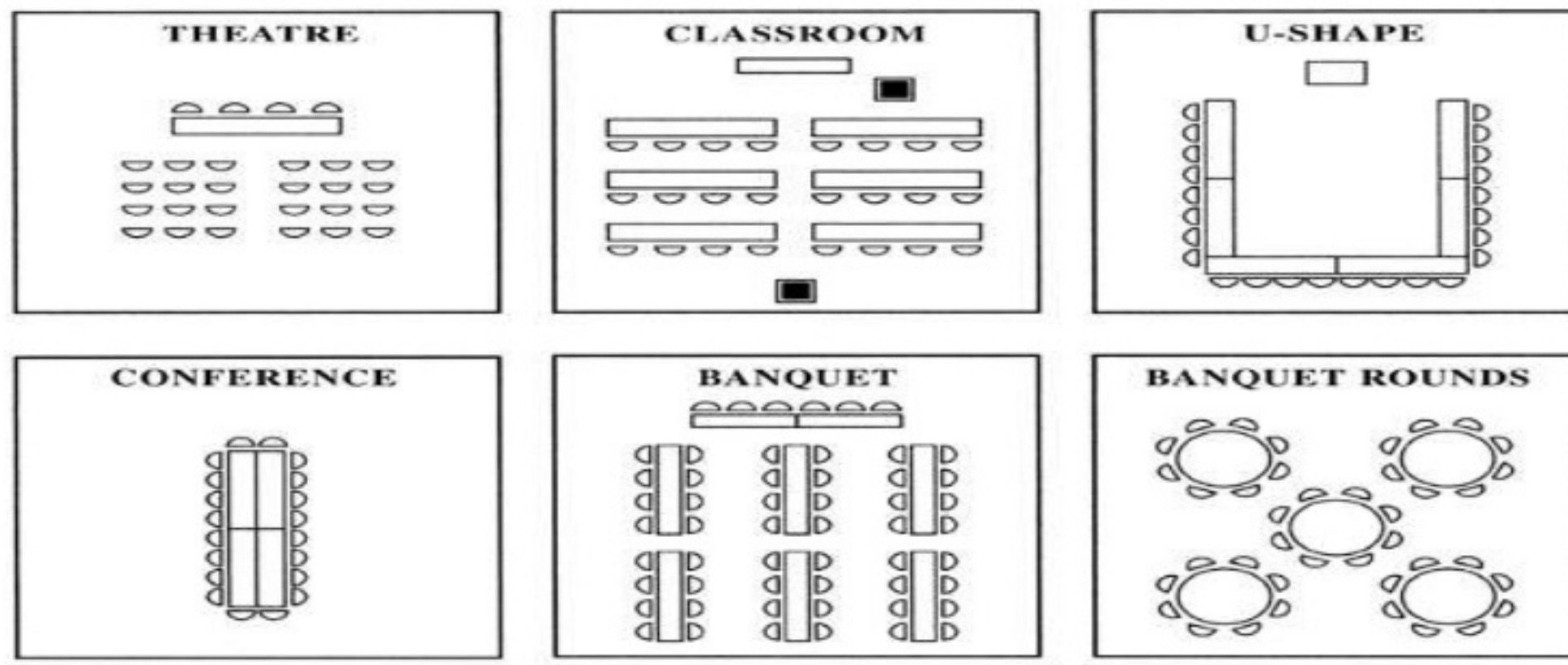
Arranging the Facilities

LTEC 4121

Technical Presentation Skills

Chapter Objectives

- ✦ Determine the needs of your participants
- ✦ Determine your needs for the presentation
- ✦ Arrange the facilities for your presentation



Participant Needs

- How many participants will attend?
- Can the room be free of distractions and noise?
- Is the room accessible to ALL participants?
- Are breakout rooms needed?



Participant Needs

- Where are the restrooms located and are they accessible to ALL participants?
- What types of configurations in seating will you require?
- What are the lighting requirements and controls?
- Can the climate controls be adjusted?

Participant Needs

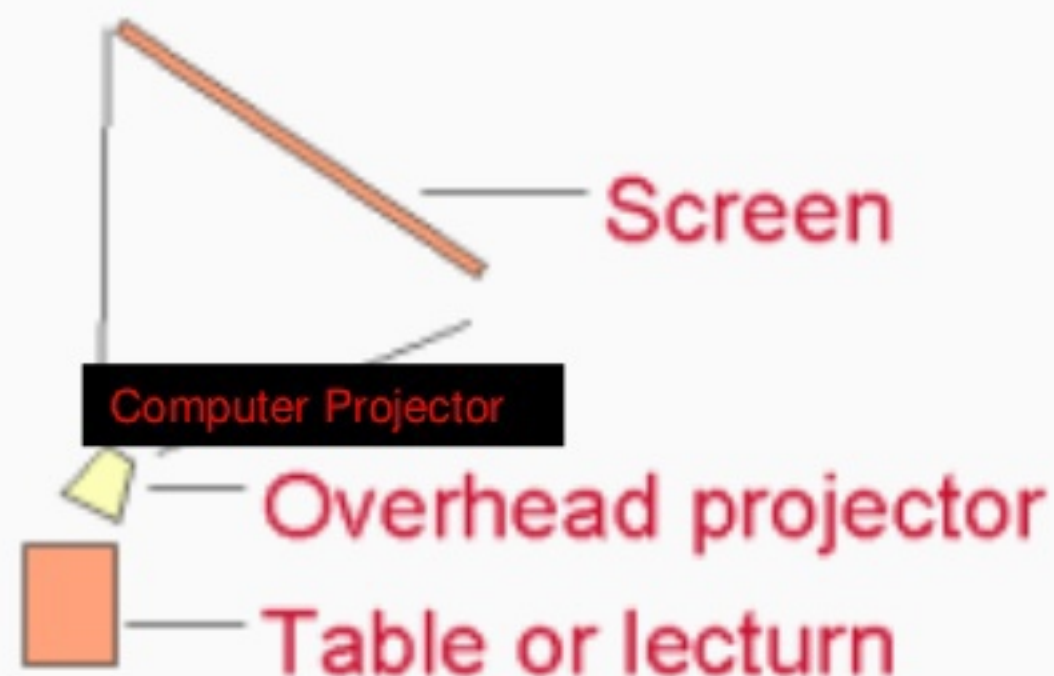
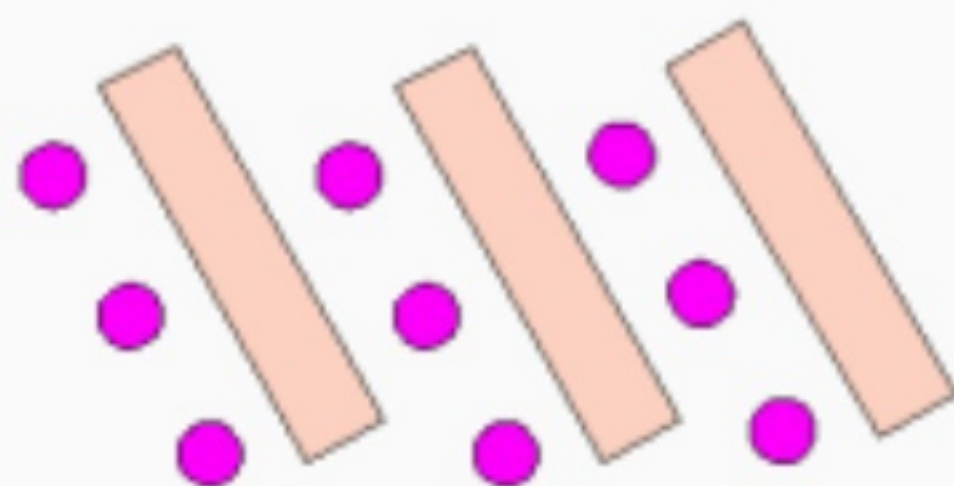
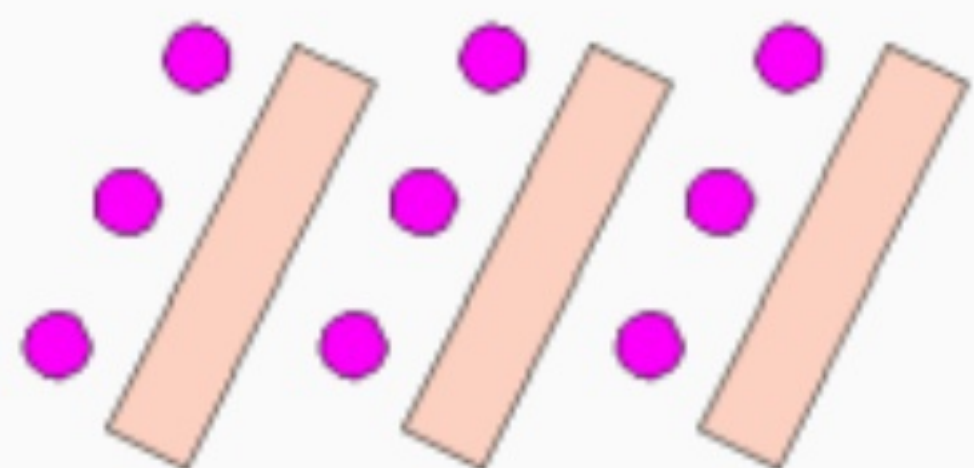
- What type of supporting media do you plan to use?
- Will meals or refreshments be provided?
- Will access be available to telephones and other message services?
- What is the smoking policy?
- What is your policy on cell phones and pagers?

Murphy's Presentation Law #4

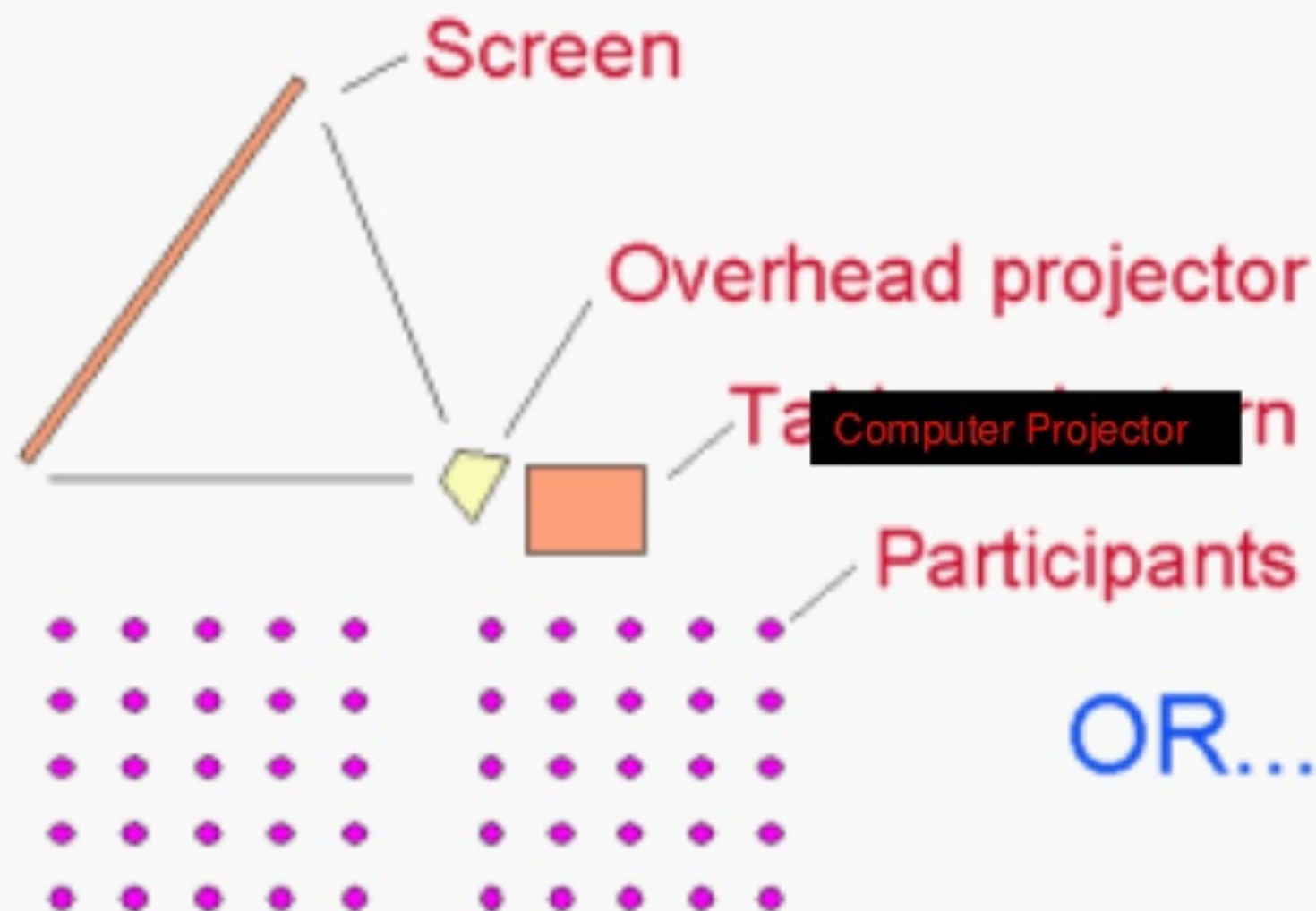


“The ability to concentrate during a presentation is inversely proportional to the comfort quotient of the chair.”

Classroom arrangement



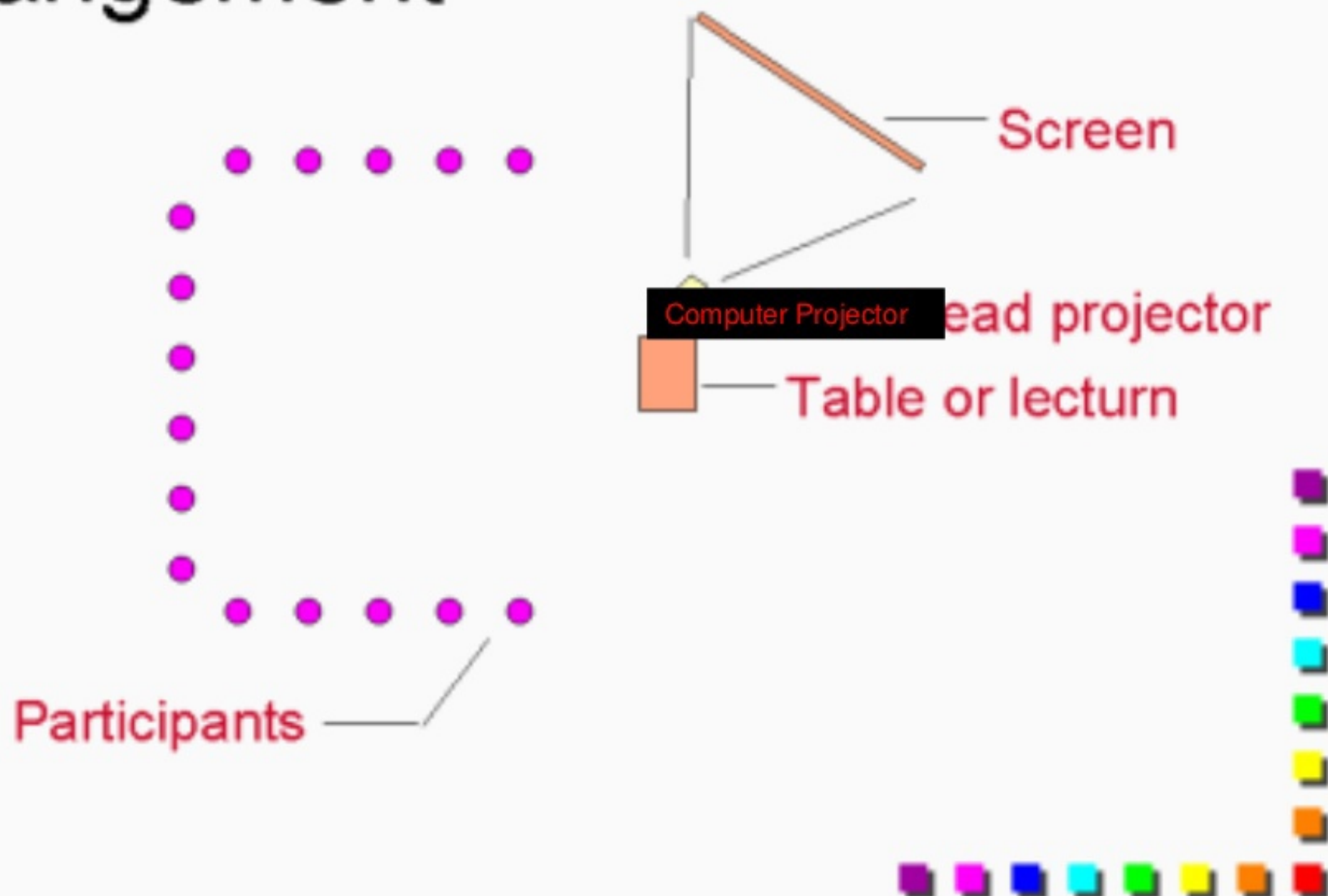
Theater Arrangement



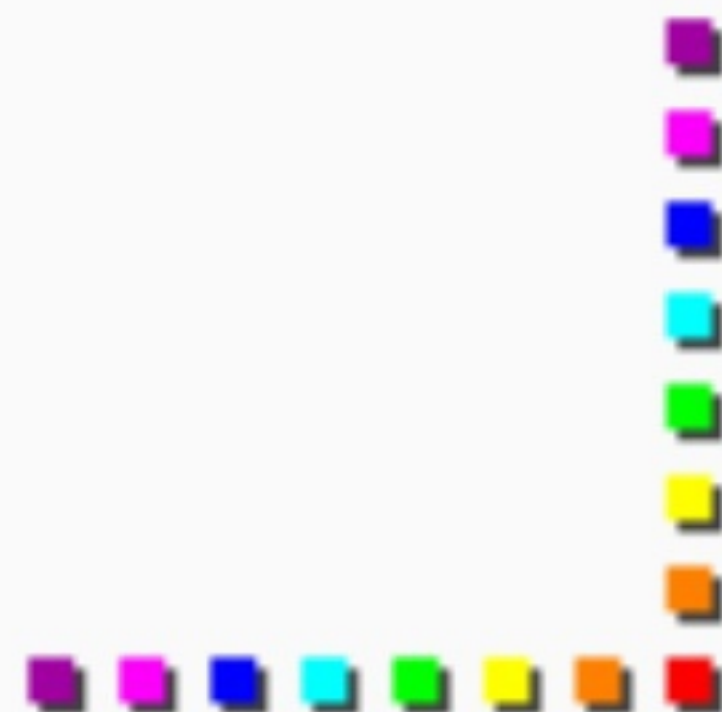
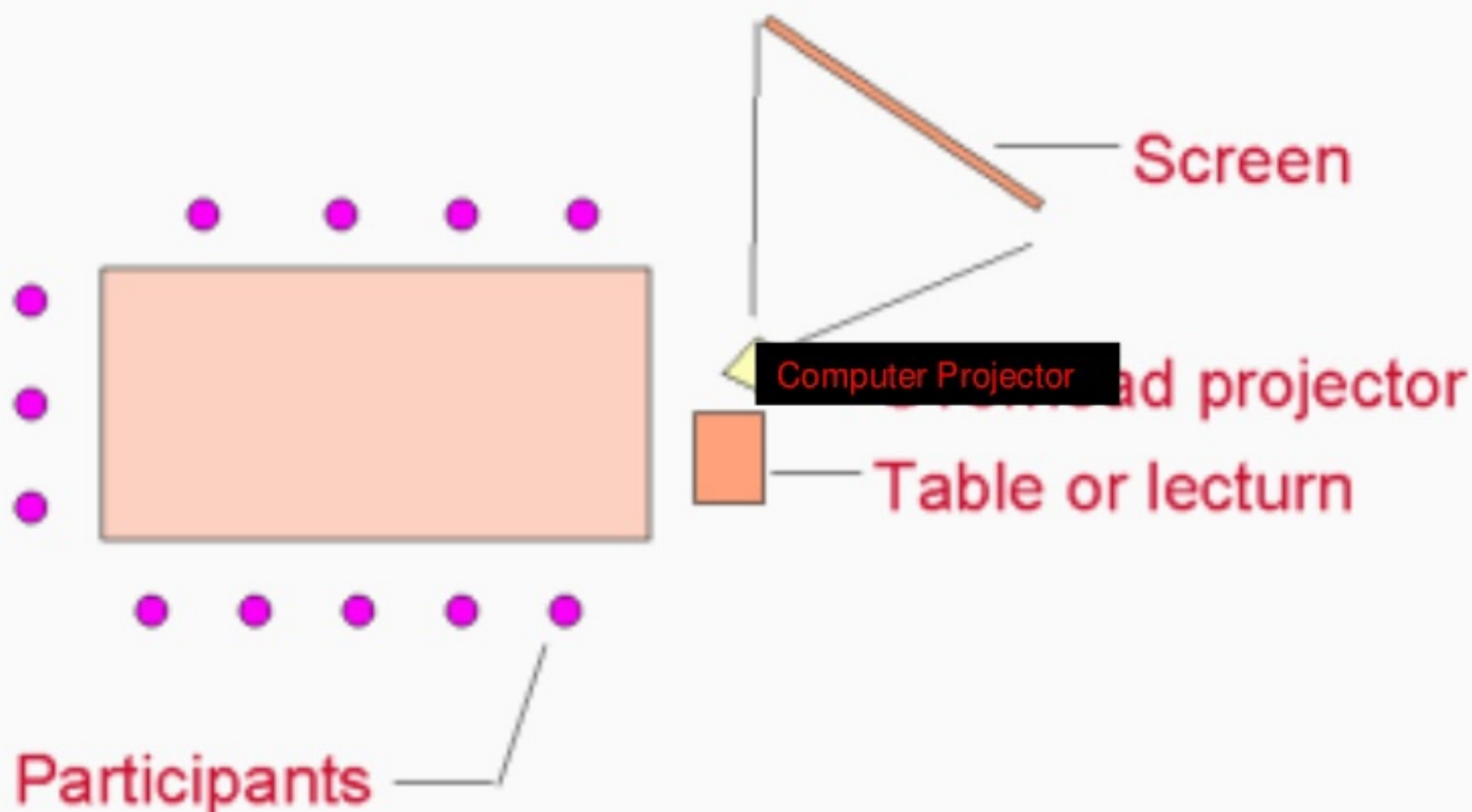
OR...



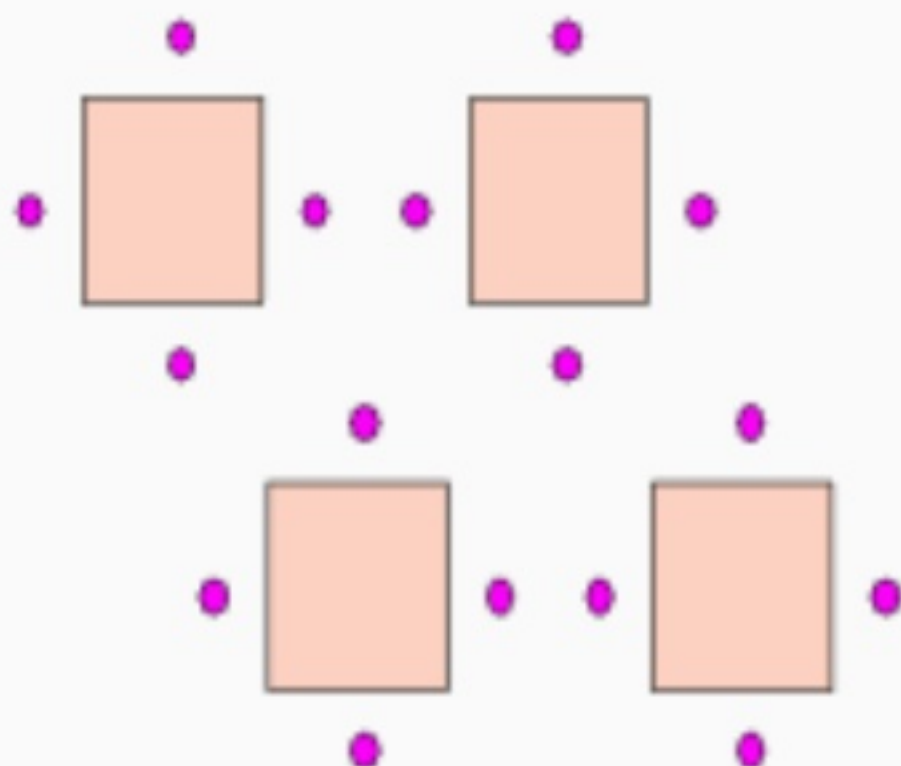
Horseshoe or U-shaped Arrangement



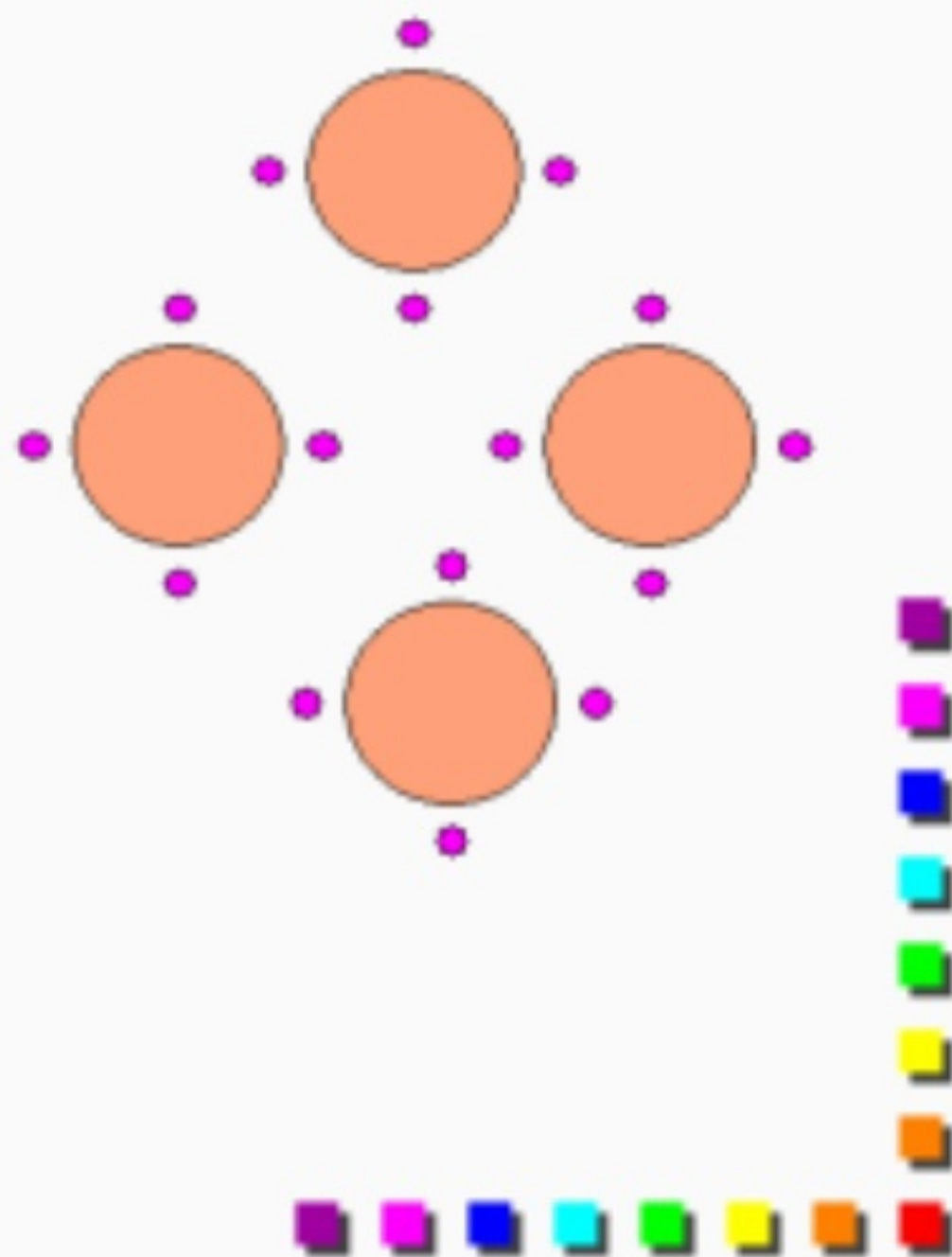
Conference Arrangement



Multiple table arrangement



Or...



Needs of the Trainer/Presenter

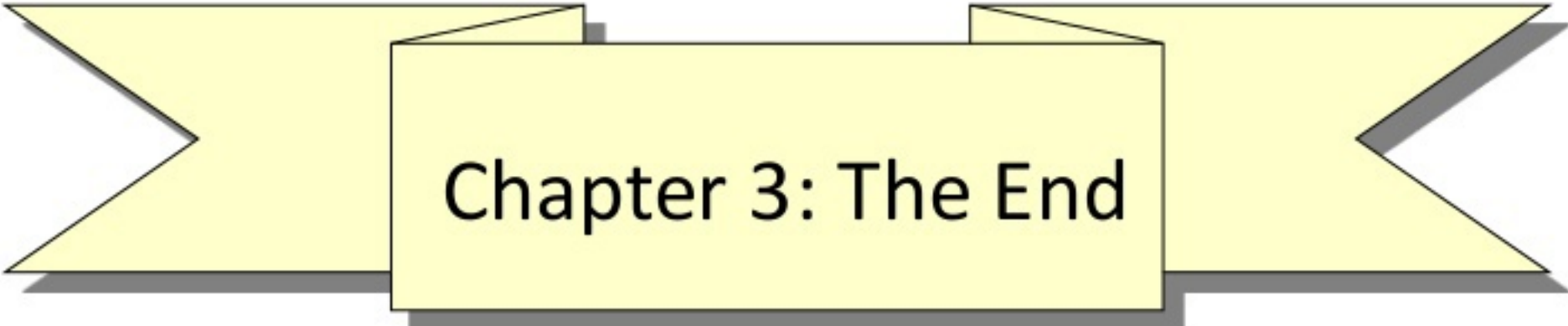
- Do you need a podium or table?
- Will you need a microphone?
- Do you need a slide clicker?
- What type of presentation media do you need?
- Do you plan on using handouts to support your presentation?

Chapter Review

- Determine how many participants will be attending your presentation to select proper room size
- Be certain that the room will be accessible and free of distractions
- Plan for use of breakout rooms (locations of restrooms, etc.)

Chapter Review

- Select the best seating arrangement for your presentation
- Arrange the room to accommodate the type of media and equipment being used
- Determine whether you need a podium or table
- Determine whether you will use a microphone

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Chapter 3: The End

To Complete for Module 3:

- Discussion 3
- Assignment #8
- Assignment #9