

Meeting Room Setup

Please provide the following information for each meeting room assigned to you:

1. Number and arrangement of chairs
2. Number and arrangement of tables*
3. Number of Audio/Visual equipment**

Audio/Visual equipment available:

- PA/Sound System
- Microphones
- Wireless Microphones
- White Boards
- Flip Charts
- Podium
- Piano
- Overhead
- Video Projector
- Slideshow Screen
- DVD Player
- TV/VCR
- CD Player
- Music Stands

* Adult and child size table available.

** A limited number of equipment available. We will honor first come first serve in requesting the items.