

## Presentation space and materials checklist

Y	N	NA		Notes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan seating arrangement (U-shaped, lecture, circled chairs and table)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check availability of projection system	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check availability of projection screen	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check availability of overhead unit	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check availability of VCR and TV	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check placement of light switches	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check the location of room temperature controls	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check the sound amplification system	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check availability of participant computers	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check availability of Internet connections	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organize workshop materials, such as pens, markers, white boards, flip charts	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare workshop agenda	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare handouts in print and digital formats	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare presentation materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare evaluation forms	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		