



voicebusiness Room Requirements

The following suggestions are made in response to questions posed us and based on what we have found is most conducive to creating a relaxed, creative and supportive learning environment.

We require a large, airy room, approximately 30 x 30 feet / 9 x 9 metres. Please bear in mind that this room should be as sound-proofed as possible and not overlooked by other offices. In other words, please avoid glass doors, large windows or glass partitioning where the room can be looked into by other people. The room should also be clear of all furniture except for the following:

- One upright, armless chair per participant and trainer, + 2 or 3 extra
- 2 tables at the side of the room
- A flipchart and pens for Custom Built Courses / 2 flipcharts for Stepping Out and Aiming High
- Water and glasses
- Clipboard for all participants *[please advise if not available and we will supply]*.
- In addition, for Stepping Out, A tray of wine glasses, enough for each participant and trainer

Equipment

When we run training where we use video, eg Individual Impact, Custom Built (Shooting Stars) and Special Edition Personal Training we will require a monitor and stand. We will bring camera and microphones and will arrange hire of any equipment needed that the client cannot supply.

Breaks

If there is a separate breakout room for breaks, this is ideal. We suggest a light buffet lunch or sandwiches and fruit. It is recommended that lunch breaks be taken together so as to promote discussion and for participants and trainer/s to get to know each other better.