

## ***Meeting and Room Guidelines***

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### **Meals and beverage breaks**

- Have food and beverage set outside the meeting room so servers do not interrupt the session
- If the hallway is not possible, have food brought into the meeting room at pre-set times
- Have a beverage station located inside the room for ease of access throughout the day
- It is not appropriate to include alcohol during forum work

### **Location**

- Forum work should be held in a space that provides a quiet and private/confidential space
- Depending on where the session is located, suitable options for a retreat are a small boardroom, large suite with sufficient seating or a private dining room in restaurant

### **Audio Visual Requirements**

- One flip chart with markers
- Pens and pads for the participants
- Water provided

### **Room Set up**

- A room that is well lit – natural light is best
- A room that is well ventilated
- Seating preference for **retreats** in order of best to worst
  - Living room setting
  - Comfortable chairs in a circle
  - Round or hollow square table
  - Boardroom style
- Seating preference for **training workshops** in order of best to worst
  - Boardroom style with comfortable chairs
  - Round or hollow square table