

## Guidelines for venue selection

Venue must comfortably accommodate up to 25 people sitting in U-shape with a minimum of 7 tables (28 x 40 inch min approx.)

- Venue must be spacious with ample wall space to put the printed posters up.
- Venue must allow for low-tac scotch tape or blue-tac to be used to put posters on walls.
- Spacious enough for groups to breakout for team work within the space (no separate breakout rooms needed).
- Venue must be inclusive (accommodate people with alternative physical needs)



## Stationery Needed

- 7 × Flip charts with stands/easels
- 5–6 flip chart pens per flip chart (mixed colours)
- Sticky notes, markers, and masking tape
- Stable Wifi

### Refreshments and lunch

Light lunch (sandwiches etc) to be provided.

Tea, coffee, water, and light snacks (e.g. biscuits) available throughout the day