

Training Facility and Audio/Visual Requirements

TRAINING ROOM SETUP [Client Provided]

The room needs to comfortably accommodate the audience. A room that is too large or too small significantly detracts from learning. Attached are two acceptable room arrangement diagrams. Please note room size and instructor table requirements. Avoid rooms with poles or stanchions which block attendee's view of the screen.

If there are windows in the classroom, they need to be completely darkened. Levelor blinds alone do not darken the room enough for quality video viewing. We suggest heavy drapes or opaque paper/plastic under the blinds.

Chairs should be comfortable as attendees will be sitting for eight hours each training day.

- One 2 X 6 foot [or larger] rectangle table for every two attendees –OR–
- One 2 X 8 foot [or larger] rectangle table for every three attendees –OR–
- One 6 foot [or larger] round table for every four attendees
- One 2 X 6 foot [or larger] rectangle table for projector and A/V equipment
- One 2 X 6 foot [or larger] rectangle table with chair for instructor
- Room can be completely darkened

AUDIO / VISUAL REQUIREMENTS [Client Provided]

- 8 Foot Projection Screen [minimum diagonal measurement]
- One Flip Chart [easel] with paper
- One 2 X 6 or 2 X 8 foot table for A/V setup
- One extension cord with power strip that reaches A/V table [25 amp]

AUDIO / VISUAL REQUIREMENTS [TECHSTAR Provided]

TECHSTAR has changed the video material formats used in the class presentations in order to improve quality and utilize the latest technologies. As a result, our base course pricing includes supporting A/V equipment.

- Video Projector
- External Amplified Speakers
- A/V Component Switch
- Miniature DVD Decks

ROOM SIZE

Room size is an important issue for student comfort and learning. When reviewing **Suggested Room Layouts** refer to the following chart for minimum recommended room size.

# of Attendees	Dimension A	Dimension B
15-24	30 feet	25 feet
25-40	40 feet	25 feet
41 +	Call	

ROOM ACCESS

TECHSTAR's instructor **MUST** have access to the training facility and classroom at least 2 hours prior to the first day's start time. It is preferable that access be provided the evening before.

SECURITY ACCESS

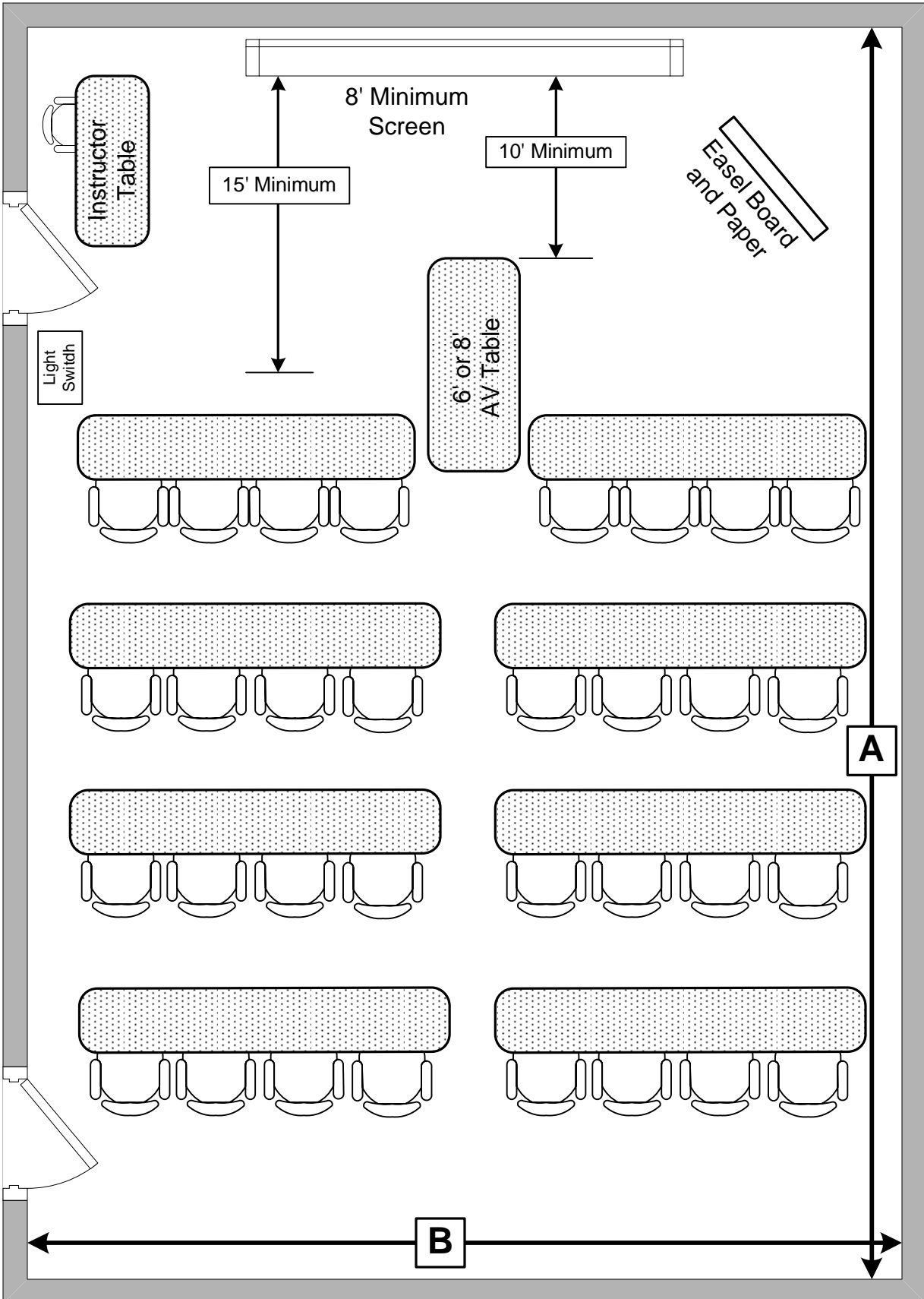
If the training facility or classroom is located inside a secure area where badging or an escort is required please have access pre-arranged. Any required personal information for security access may be provided in advance in order to expedite access.

FACILITY LOCATION

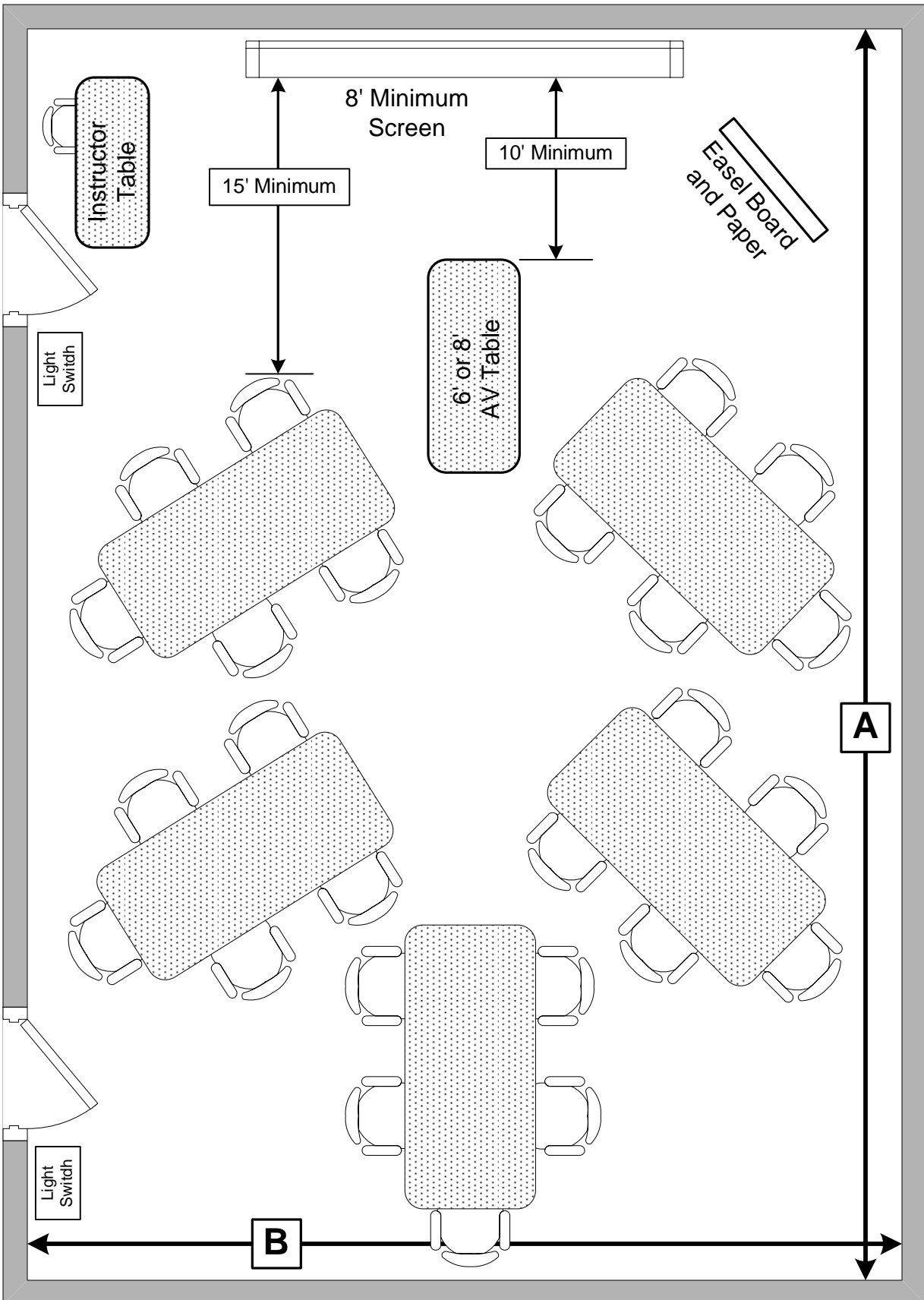
Prior to date of instructor arrival we request E-mail/FAX driving directions/maps from arrival airport to the training facility.

TECHSTAR@ida.net or (208)234-4119.

Suggested Room Layout #1



Suggested Room Layout #2



Suggested Room Layout #3

