FRONT

Screen

Flip Chart or Whiteboard

Bar
Stool

Power
Required
3 outlets min

Table
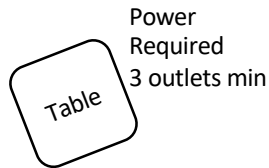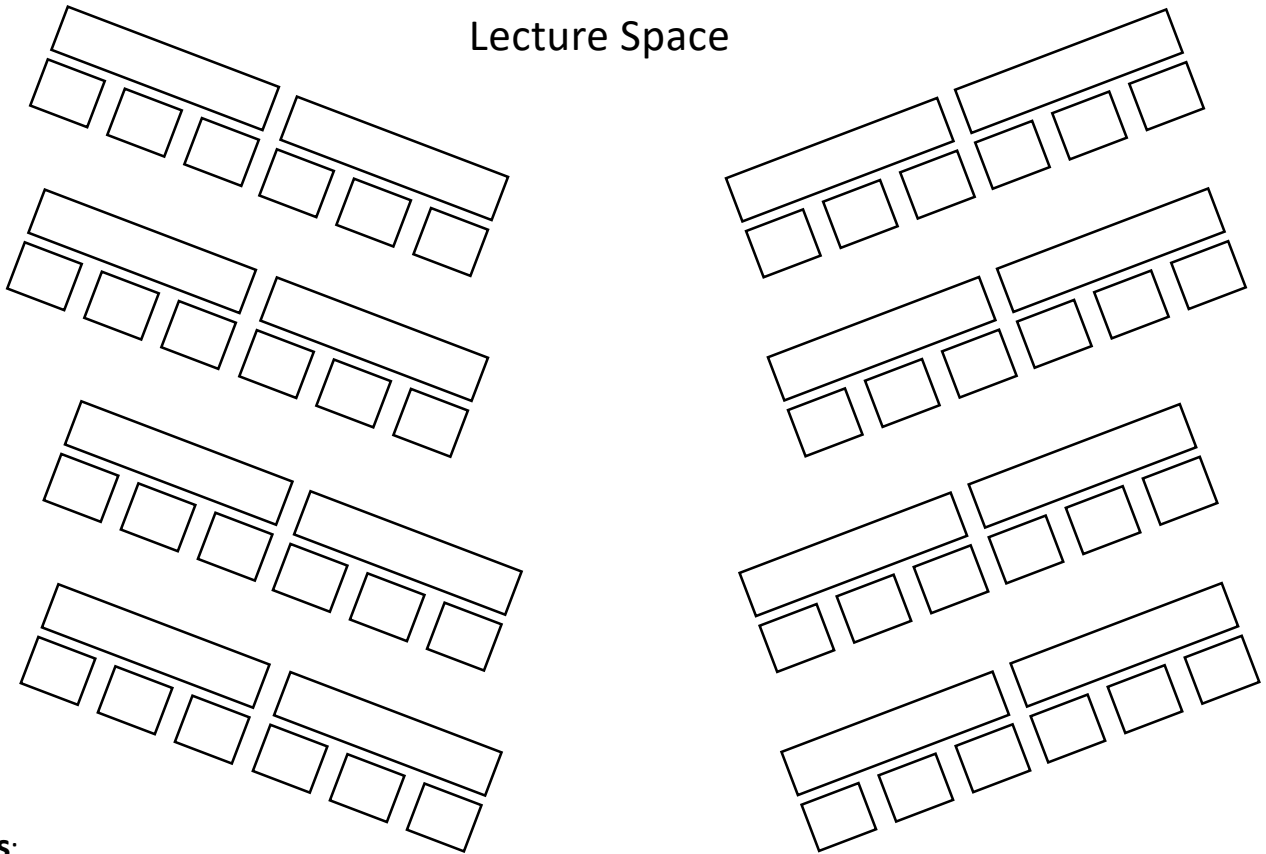
**Training Room Layout
102 and 202
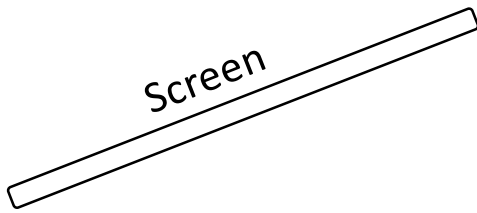Instructor Led Training**

Lecture Space

Notes:
- Typical setup for 24 would be 8 tables / 3 per table. Confirm number of attendees with Lane 972-809-6680.
- Table for Laptop and Projector only.
- GEKT provides Projector, speaker, computer and cables.

Room Access and Hotel Staff Requirements:
- Room set up with AV in place 1=hour before class begins.
  Usually this is done the night before.
- GEKT team must be able to access room by 7:00a on the
  morning of the training.
- Catering and AV should be available between 7:00a and 7:45a
  for any required changes or troubleshooting.
- Water in training room or a nearby water station is needed.
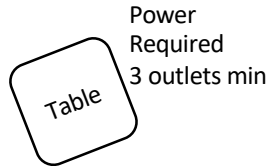
FRONT

Screen

Flip Chart or Whiteboard

Bar Stool
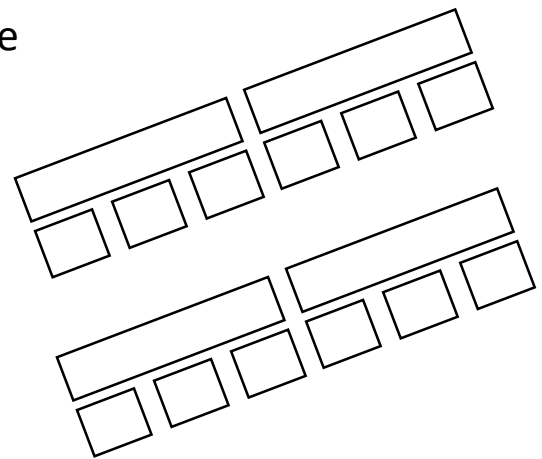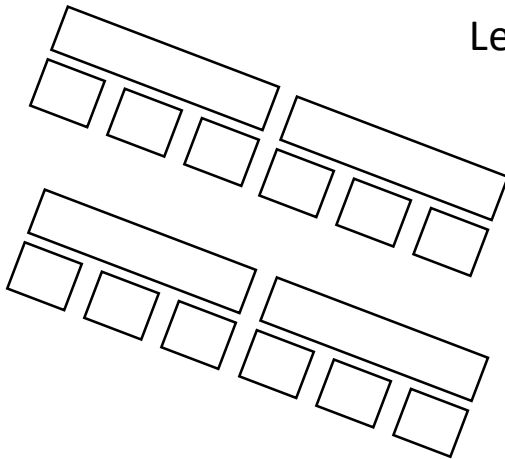
Power
Required
3 outlets min

Table

**Training Room Layout
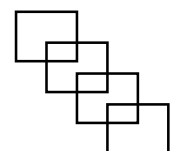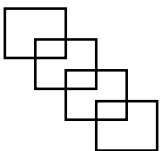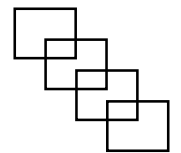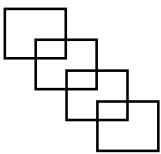402
Instructor Led Training**

Lecture Space

Notes:
- Typical setup for 24 would be 8 tables / 3 per table. Confirm number of attendees with Lane 972-809-6680.
- Chairs at the back of the room should be in groups or 4 or 5 equal to the number of chairs in front.
- Table for Laptop and Projector only.
- Room needs to be large enough for both a lecture space and training space.
- GEKT provides Projector, speaker, computer and cables.
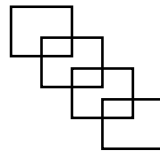
Training Space

Room Access and Hotel Staff Requirements:
- Room set up with AV in place 1=hour before class begins.
  Usually this is done the night before.
- GEKT team must be able to access room by 7:00a on the
  morning of the training.
- Catering and AV should be available between 7:00a and 7:45a
  for any required changes or troubleshooting.
- Water in training room or a nearby water station is needed.