

## **PARTICIPANT PROGRAM ANNOUNCEMENT AND OVERVIEW:**

On the Client Associate CD there is a program overview, along with a sample program announcement that you can adapt to fit your needs. We recommend sending a program announcement and overview at least one month in advance.

## **PRE-COURSE ASSIGNMENT:**

Each program participant must complete a pre-course assignment prior to the program. We recommend you fax or email the program announcement and overview, along with the pre-course assignments to each participant. Since most of the program is spent working on information from these assignments, it is very important that they be completed prior to the program. It is also important that the facilitator has copies of the completed assignments prior to the beginning of the program.

## **PROGRAM LOCATION:**

An off-site meeting location will help attendees focus their complete attention on the program content. The best conference sites are usually centrally located hotels that are accustomed to hosting programs and business meetings.

## **SCHEDULE:**

A typical schedule might be as follows: Starting time on the first day is usually 8:30 a.m., concluding at 5:00 p.m. The second day begins again at 8:30 a.m., concluding at approximately 4:00 p.m. If it is a three-day program, the second day will run the same as the first, and the third will end around 4:00p.m.

## **BREAKS:**

A light breakfast should be available in the meeting room shortly before 8:00 a.m., with a refill provided in time for the first break at about 10:00 a.m. There should also be coffee, tea, and soft drinks in the room in time for the afternoon break, along with a snack.

## **LUNCH:**

Please plan a 1-hour lunch break from 12 noon to 1 p.m. at the program facility.

Questions? Call or email:

TeamBuilders International at (519) 455-4320 or [shannon@teambuilders-int.com](mailto:shannon@teambuilders-int.com)

**MEETING ROOM:**

We ask that you give this particular item special attention. A room that is not ventilated, comfortable, and spacious is not an adequate environment for the participants involved in an intensive, two-day or three-day program.

Please note: Some facilitators prefer certain table configurations\*. If there are questions concerning the tables, please contact the facilitator.

(\*Please refer to the "Meeting Room Layout" diagrams provided below.)

**EQUIPMENT:**

Two metal hardback flipchart stands and two perforated flipchart pads are needed for the instructor, along with black markers and masking tape. Also include flipchart stands and two perforated flipchart pads for each team. Please refer to the diagram. The facilitator will be using a laptop computer. You will need to contact the facilitator to determine their A/V needs.

**FACILITATOR'S RESERVATIONS:**

Please make hotel reservations for the facilitator, who will arrive the evening before the program. Forward the hotel information directly to the facilitator, or clearly state on the confirmation form the facilitator's hotel and confirmation number.

**PROGRAM INTRODUCTION:**

On the morning of the first day of the program, the senior sales executive sponsoring the program should plan to do a 5- to 10-minute introductory speech (please coordinate with the facilitator).

**TEAMS:**

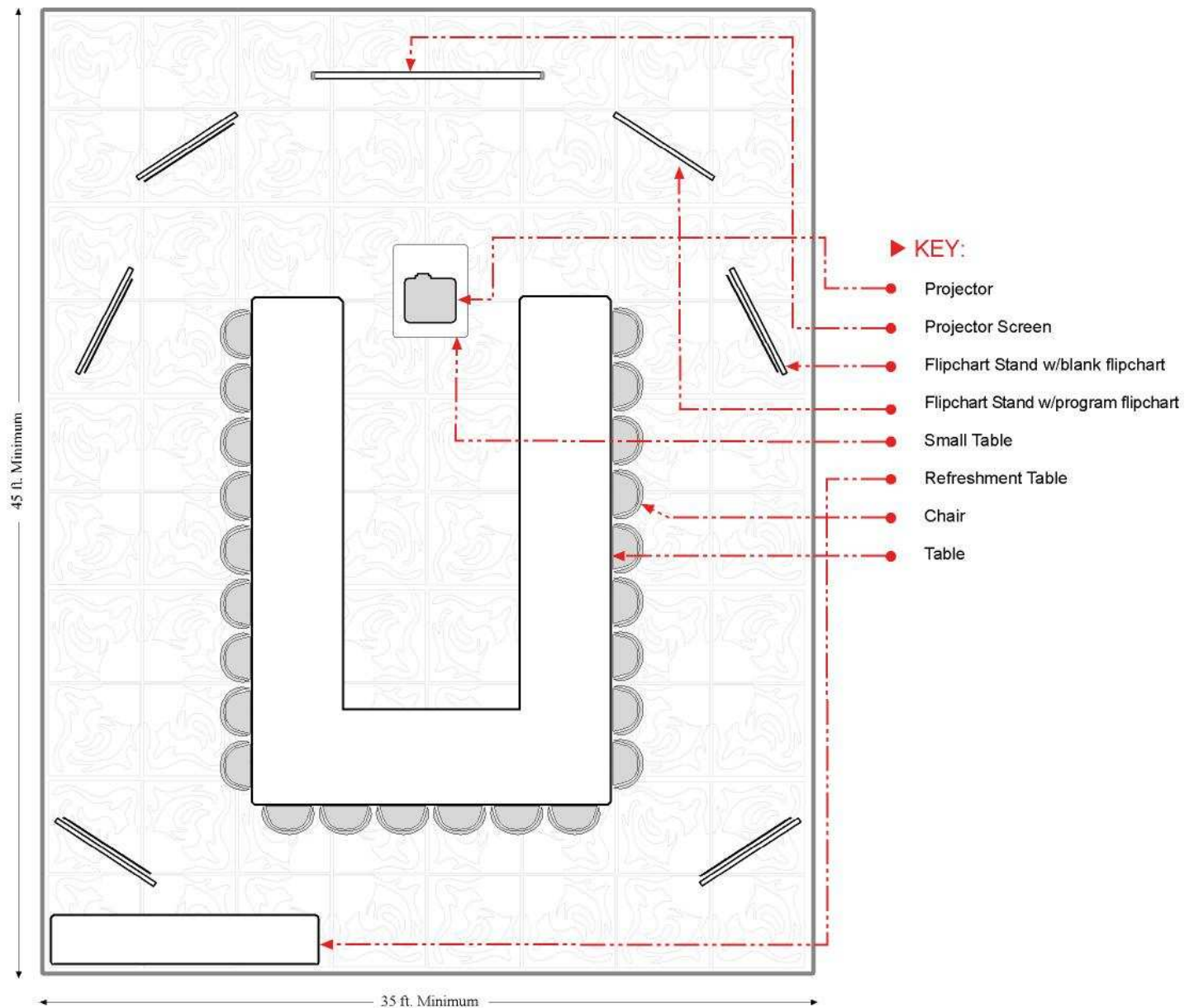
Teams contribute to the success of this program. Teams should be determined prior to the program and team leaders assigned. Please discuss this with the facilitator. Indicate on the team list who the team leaders are and provide their phone numbers and email addresses, so the facilitator can make contact.

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## MEETING ROOM LAYOUT 1

One option for room layout is a U-shaped table with all the seating on the outside of the “U.” At the open end of the “U” should be a small table for the facilitator. The table should allow room for the LCD projector and laptop, and the facilitator’s binders. If possible, the meeting room should be set up and ready the night before the program to allow the instructor sufficient time to prepare for the day.



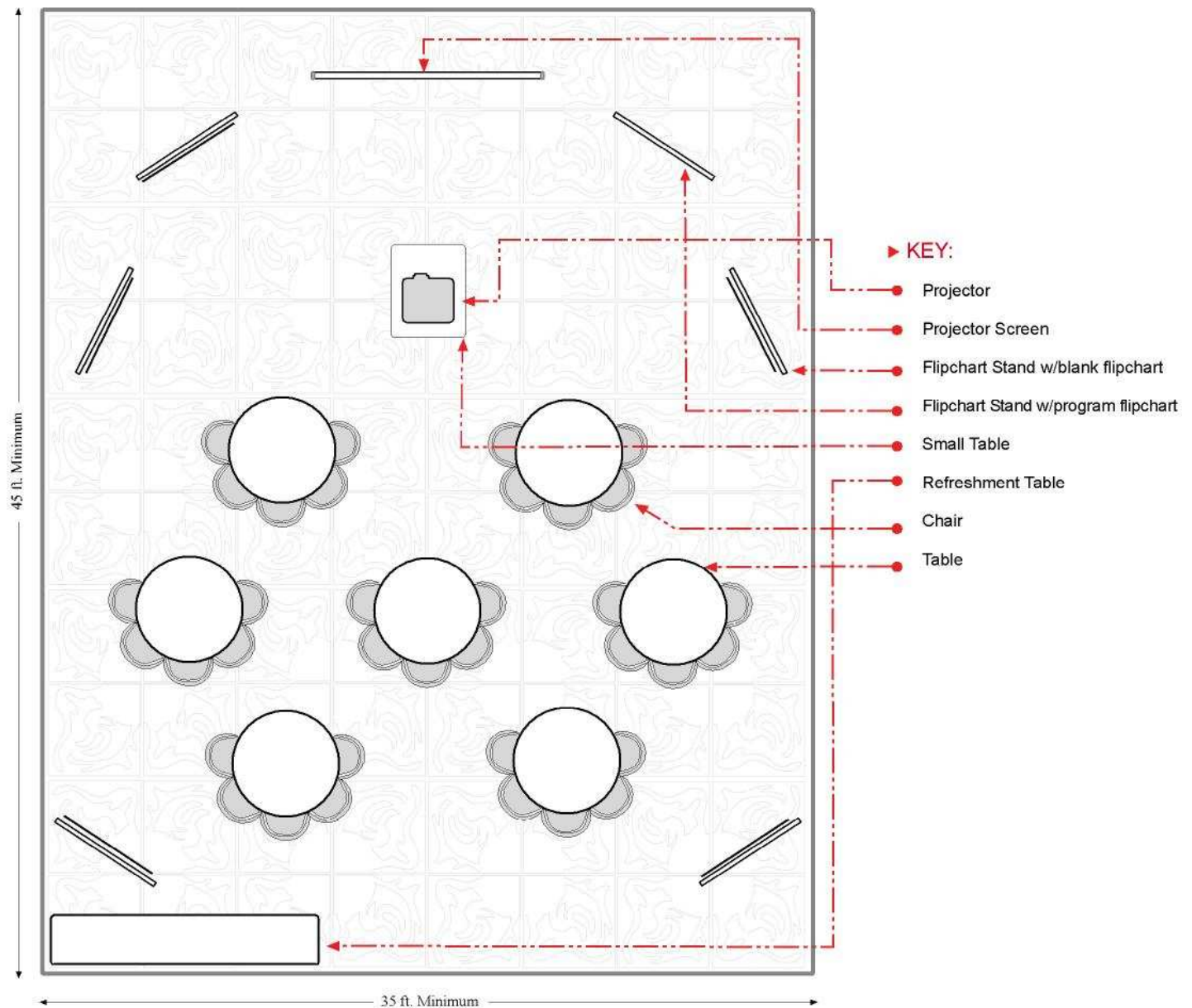
Room size should be 1,200 to 1,500 sq. ft., for up to 25 participants.

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## MEETING ROOM LAYOUT 2

Another option for room layout is using round tables with all the seating facing forward, towards the projector screen. At the front should be a small table for the facilitator. The table should allow room for an LCD projector, laptop, and the facilitator's binders. If possible, the meeting room should be set up and ready the night before the program, to allow the instructor sufficient time to prepare for the day.



Room size should be more than 1,500 sq. ft., for up to 25 participants.

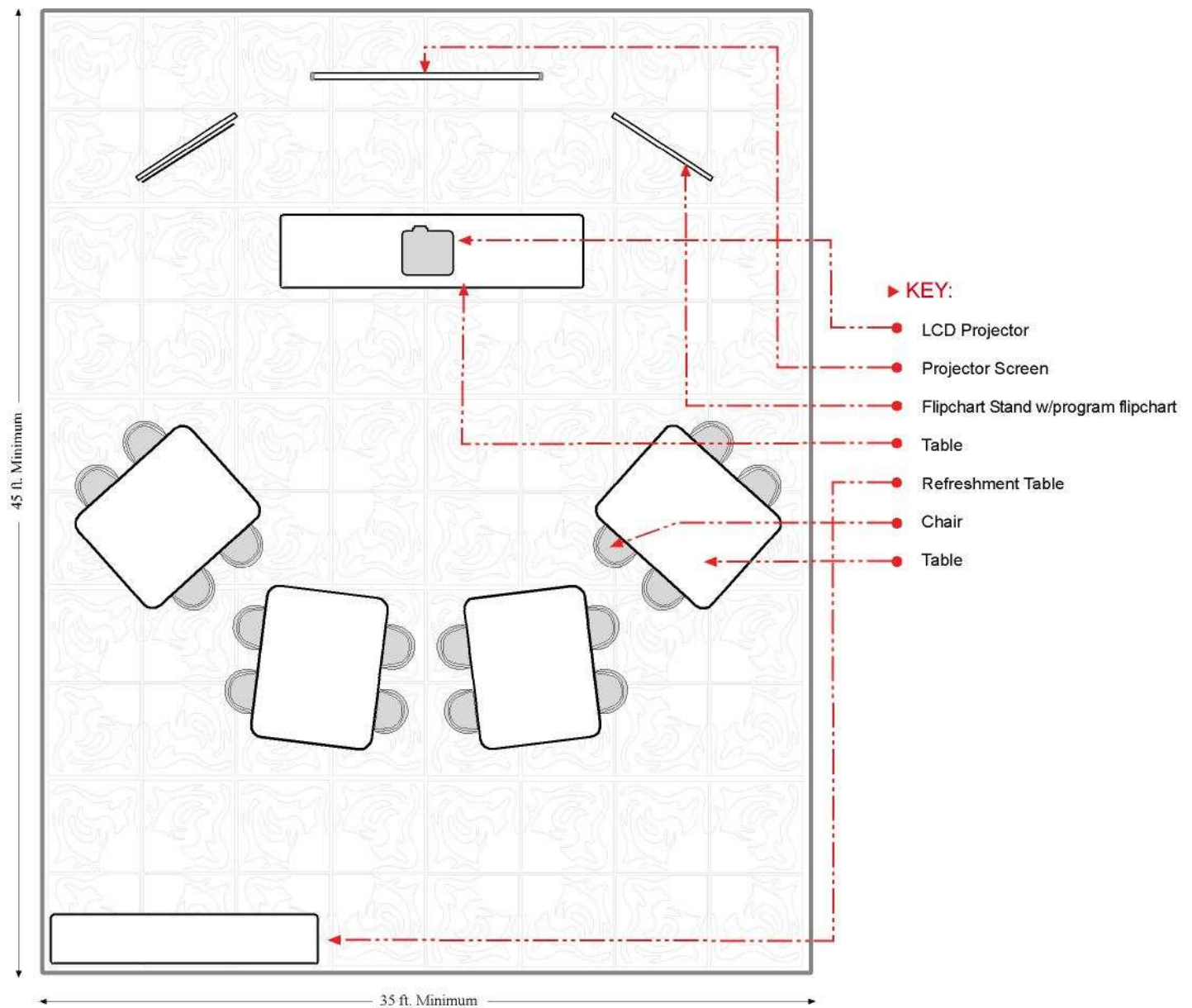
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## MEETING ROOM LAYOUT 3

### For groups of 16 or fewer participants

Another option for room layout is using square tables with seating on the sides, facing the projector screen. At the front should be a small table for the facilitator. The table should allow room for an LCD projector, laptop, and the facilitator's binders. If possible, the meeting room should be set up and ready the night before the program, to allow the instructor sufficient time to prepare for the day.



Room size should be 1,200 to 1,500 sq. ft., for up to 16 participants.

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