

Dave Middlebrook

THE TEXTMAPPING PROJECT

Professional Development & Consulting

Textbook Skills | Comprehension

dmiddlebrook@textmapping.org

(609) 771-1781

Room Requirements

These are the things that help me deliver a quality training or presentation. Please contact me ahead of time if you know that you will not be able to provide one or more of them. I can adapt or make alternate plans, but I need some advanced notice.

Thank you!

In general:

- at least 16' (measured on the horizontal) of continuous, wall-mounted blackboards or whiteboards, with erasers and chalk or markers
- at least 16' (measured on the horizontal) of open/clear/unused wall space to hang posters and other papers
- (1) easel stand with easel pad and markers

For a workshop, add the following:

- For every 8 participants:
 - (3) 8' tables lined up end-to-end with (4) chairs on each side. Stack extra chairs out of the way, at the back of the room or off to one side.
 - (2) packs of watercolor markers (Crayola Classic 8-color set, or similar)
 - (2) glue sticks
 - (2) pairs of scissors (the blunt, kid-safe ones are fine, as long as the blades are metal and cut reasonably well)
- The more room around tables, the better. Participants will be moving about, sometimes clustering into groups and sometimes working individually.
- A large classroom will work best. If one is not available, a library, large conference room, or gently-sloped lecture hall will serve nicely. In a pinch, a well-lighted school lunch room, all-purpose room, or gym will serve.
- No stadium-style lecture halls, please. The stairs can be dangerous for people who are walking around as they are reading, conversing, and otherwise distracted by the ongoing activities of the workshop.
- The room should have sufficient overhead lighting to allow people to read comfortably.

For a lecture, add the following to the general requirements listed above:

- internet connection
- Mac-compatible LCD projector
- large projector screen
- if a microphone might be needed, it must be wireless