

## **Presenter AV Needs**

### **AV Needs for Workshop and Group Presentations:**

- A Titanium MAC G4 Laptop will used for sound/video.
- Projection - Please ensure that is screen large enough to be viewed by all participants. (The position of the screen and computer are to the LEFT of the screen so Bernajean can stand to the left from the participant's point of view).
- Sound systems or power speakers are ESSENTIAL! Sound output needs to be adequate for group size.
- Lavalier microphone WITHOUT umbilical cord.

# Guidelines for Evaluating Student Computer-based Products Workshop

This workshop is designed to be very, very hands-on. Each training group should ideally be NO larger than 50 participants without special contract arrangements, with ONE fully-charged laptop or workstation WITH CD drive available for every TWO people. Larger groups are possible with additional planning and set-up.

**An allocation of 6.5 hours of workshop time is optimal. If less than 6 hours, workshop agenda will be developed as activities for half-day.**

## AV Presenter Needs for Workshop:

- Projection - Please ensure that is screen large enough to be viewed by all participants. (Please position screen and computer so Bernajean can stand to the LEFT of the screen from the participant's point of view).
- Sound system or power speakers for a Titanium MAC G4 Laptop are ESSENTIAL!
- Internet hookup for demonstration of online products.
- Overhead projector.
- Lavalier microphone WITHOUT umbilical cord.

NOTE: There is a significant amount of set-up and ongoing support needed to assist with posting wall charts, distributing materials and managing the interactive environment. Because this is critical to the success of the workshop, an assistant will be provided for the cost of TRAVEL EXPENSES ONLY. Workshops over 50 will have an additional instructor added to support large group learning.

## Participant Computer Set-up

1. Technical support needs to be available onsite during the start-up and the early afternoon portion of the workshop.
2. Each computer used by participants need the following program installations PRIOR to the workshop: 1) internet explorer; 2) quicktime, 3) hyperstudio readers, and 4) powerpoint readers. Having this done **PRIOR** to the workshop starting makes the day easier in time and frustration for everyone. **A disk of installations can be mailed for set-ups upon request.**
3. Optional but beneficial IF all participants are able to connect to the Internet for additional online explorations. All connections need to be in the same learning space.

### **Room Set- Up:**

Adequate space for interactive very hands-on group work is ESSENTIAL! (This is not a passive event). We are able to manage very large groups - no more than 50 participants for hands-on environment without special contract arrangements - IF the space and equipment are adequate and comfortable for participants. A good way to calculate space needed is to plan for 25-30 square feet of space per participant OR to double amount of "theater-style" space required for the same number of participants. Warning! The day gets very grumpy for participants if space is tight!

Plenty of wall space is needed to post wall charts and participant generated materials. Participants work in groups with materials at walls so there needs to be adequate traffic space at the walls. Please check with facility to be sure that wall-posting is permitted.

Round tables for 6 people is OPTIMAL for group learning and dialogue. Activities are organized around 6 table members learning together. (The use of square tables lessens participation affecting group dynamics for learning - square tables should be used ONLY as a last resort).

**Theatre- style or auditorium seating WILL NOT provide a workable learning environment. This workshop will not be available if table set- up is not possible.**

### **Participant Materials:**

One training book per participant is needed. Workshop fees include up to 30 books. Training books for each participant over 30 will need to be purchased at designated price.

### **Supplies to be provided by client:**

Flip Charts (one per table)

Easels for flip charts (if available)

Masking tape (or other material for posting group work)

One 2"x 11" colored paper strip per participant (Use a 8\_ "x 11" paper cut into 4 equal lengthwise or "hotdog length" strips)

Hard candies at tables (if possible)

## **Supplies provided by BJP Consulting:**

One toolbox for every table group of six members will be sent with the following materials:

- Multi-colored 3/4" dots - 1 sheet for every TWO participants
- 3x5 Post-It Notes - 1 pad per THREE people
- Colored Page Flags - 1 per box
- 3x5 bright cards - 2 per participant
- Magnifying glasses - 1 per two participants
- Three thick color water based markers per toolbox
- Six thin color water based markers per toolbox
- Six yellow highlighters pens per toolbox

GalleryWalk CD's - 1 per 2-3 participants

GalleryWalk Numbered Cards - 1 set of six per 12-18 participants

Yellow Laminated Scoring Cards - 1 set per two people

Norms to post (8x11 varied color sheets)

Twenty Student Uses 8X11 Wall Papers - 1 set per 30-35 participants

Jigsaw cd's and packets - one per two participants *Note: To determine quantity of each color jigsaw packet - take half the number of participants divided by five products*

Jigsaw profiles and exhibits booklets - one per packet

Wall Charts (5 jigsaw products charts PLUS 8 meta-summary questions charts)

**NOTE: All laminated wall charts, CD's and Jigsaw packet materials are property of BJP Consulting and must be returned at the conclusion of the workshop to: Bernajean Porter Consulting, 15228 Rainbow Drive, Sedalia, CO 80135.**

# **Guidelines for Grappling with Accountability Workshops**

This workshop is designed to be very, very hands-on. Large groups are possible with adequate room and set-up.

**An allocation of 6.5 hours of workshop time is optimal. If less than 6 hours, workshop agenda will be developed as activities for half-day.**

## **AV Presenter Needs:**

- Projection - With screen large enough to be viewed by all participants. (Please position screen and computer so Bernajean can stand to the LEFT of the screen from the participant's point of view).
- Sound system or power speakers for a Titanium MAC G4 Laptop are **ESSENTIAL!**
- Lavalier microphone **WITHOUT** umbilical cord.
- If group is larger than 50 participants, please provide a roaming microphone per each additional 50 people.

## **Room Set-Up:**

Adequate space for interactive group work is **ESSENTIAL!** (This is not a passive event). We are able to manage very large groups (100-150) **IF** the space is adequate and comfortable for participants. A good way to calculate space needed is to plan for 25-30 square feet of space per participant **OR** to double amount of "theater-style" space would be required for the number of participants. **Warning!** The day gets very grumpy for participants if the space is tight!

Plenty of wall space is needed to post wall charts and participant generated materials. Participants work in groups with materials at walls so there needs to be adequate traffic space at the walls. Please check with facility to be sure that wall-posting is permitted.

Round tables for 6-8 people is **OPTIMAL** for group learning and dialogue. (The use of square tables lessens participation and learning - square tables should be used **ONLY** as a last resort). **Theatre-style or auditorium seating WILL NOT provide a workable learning environment. This workshop will not be available if table set-up is not possible.**

## **Materials:**

One training book per participant is needed. Workshop fees include up to 30 books. Training books for each participant over 30 will need to be purchased at designated price.

## **Supplies to be provided by client:**

Flip Charts (one per table)

Easels for flip charts (if available)

Masking tape (or other material for posting group work)

One 2"x 11" colored paper strip per participant (Use a 8"x 11" paper cut into four equal lengthwise or "hotdog style" strips)

Hard candies at tables (if possible)

## **Supplies provided by BJP Consulting:**

One toolbox for every table group of six members will be sent with the following materials:

- Multi-colored 3/4" dots - 1 sheet for every TWO participants
- Post-It Notes - 1 pad per THREE people
- 3x5" cards - 2 per participant
- Rubber bands - 1 per participant
- Three thick color water based markers
- Six thin color water based markers
- Six yellow highlighters pens

Needles -1 per participant for Grappling workshops ONLY

Paper plates- 1 per participant for Grappling workshops ONLY

Norm 8x11 color sheets

Twenty Student Uses 8X11 Wall Papers - 1 set per 30-35 participants

## **Wall Charts**

# Confirming Event Set-up Needs

Date of Event:

Faxed To:

Today's Date:

Number of Pages Faxed including cover sheet:

## Please provide the following information:

Workshop/Event Starting Time: \_\_\_\_\_

Workshop/Event Ending Time: \_\_\_\_\_

Room Location:

Lunch will be on-site \_\_\_\_\_ off-site \_\_\_\_\_

Amount of time allocated for lunch is \_\_\_\_\_ hour (please remember that 6.5 hours of workshop time is requested for optimal learning results).

To acknowledge receipt of this FAX, please sign/date here:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

RETURN THIS PAGE to:

Bernajean Porter Consulting

FAX: 303- 647- 2294

For questions or additional information, please call or email Bernajean

303- 647- 2383 (v)

bernajean@bjpconsulting.com