

	standard	facilitator	participant	executive
ceiling mounted projector	•	•	•	•
screen	•	•	•	•
in-ceiling sound system	•	•	•	•
DVD / VCR player	•	•	•	•
continuous whiteboard	•	•	•	•
flip chart(s)	•	•	•	•
Internet	•	•	•	•
set up	•	•	•	•
snacks and refreshments	•	•	•	•
water in room	•	•	•	•
no charge for facilitator seat	•	•	•	•
parking for facilitator	•	•	•	•
use of business lounge		•		•
pick up of materials		•	•	•
1 hr on-site visit for facilitator		•	•	•
simple lunch provided			•	
catered: set up and clean up included				•

remote conferencing options	Meares room	Fort room	broadcast studio	business lounge
teleconference	•	•		•
video conference	•	•		•
web conference	•	•	•	•
webcasting	•	•	•	