



Meeting & Room Guidelines

- Meals and beverage breaks
 - Have food and beverage set outside the meeting room so servers do not interrupt - *it is never appropriate to include alcohol while forum work is ongoing as that will surely derail the group's focus.*
 - If the hallway is not possible, have food brought into meeting room at pre-set times
 - Have beverage station located inside room for ease of access throughout day if possible

- Location
 - Retreat work should be held in a space that provides a quiet and confidential space
 - Depending on where the retreat is located, suitable options are small boardroom, large suite with sufficient seating, a private dining room in restaurant

- Audio Visual Requirements
 - Two flip charts with markers
 - Pens and pads for the participants
 - Water provided

- Room Set up
 - A room that is well lit – natural light is best
 - A room that is well ventilated
 - Seating preference in order of best to worst:
(*The **ideal** meeting space would include comfortable seating for the group away from a large table – so not a boardroom set-up. Trainers feel that the table can inhibit open communication and thus impede the progress of the agenda.*)
 - comfortable chairs in a circle with no table
 - living room setting
 - round table
 - square table
 - hollow square
 - board room set-up