

## **Additional Preparation Items – for Face-to-Face Sessions ONLY**

### **Venue Details & Room Layout**

- Please provide us with the Building Name, Address, Floor & Room Name
- To ensure a conducive learning environment, appreciate if you could help us arrange the room layout according to the Suggested layout, thank you.

### **Training Logistics & Clearance**

- We will be bringing Laptop & Charger, Clicker & Pointer, Training Materials & Handouts (for Participants), 4 Standing Banners, Stationery (Pen, Markers, Paper), Name Tents, Snack Corner Items (Coffee Machine, Dry Snacks), Handy Cam, Camera & Tripod
- All our logistics will neatly be brought into the office using 2 suitcases
- If your building management requires pre-authorization for us to bring in these items, please help us to organize these before the Training Program

### **Training Preparation & Meals**

Appreciate if you could prepare

- LCD (connectible to Laptop via HDMI cable)
- 4 Flipchart Stands with Paper & Coloured Markers
- 3 Multiple Electrical Extension Cords
- Meals & Snacks (1 Vegan Meal for our Trainer, 2 Regular for our Support Team)

