Module Four: Setting up the Meeting Space

You are now ready to set up the meeting space. There are many things to consider that will determine what needs to be included in your setup. In the last module, you planned for the things you need. In this module, you are going to put it all together. Although this may seem like a trivial step, you should not take it for granted. The difference from an okay meeting to a remarkable meeting could be the small details. Let us begin with the basics.

The Basic Essentials

Having a predefined list for setting up your meeting is a useful tool and we are going to discuss the setup of your meeting using a handout over the next three lessons. In the first section, you will see a simple list of items comprising of the basic essentials in setting up the meeting space. The list consists of the following items:

- Sufficient number of tables and chairs
- Power strips for laptops and other electronic devices
- Audio and visual set up
- Whiteboard with markers and eraser
- Lectern
- Water
- Verify the room temperature is comfortable
- Microphone for large meetings
- Projector
- Laptop
- Verify room is located in quiet and private area