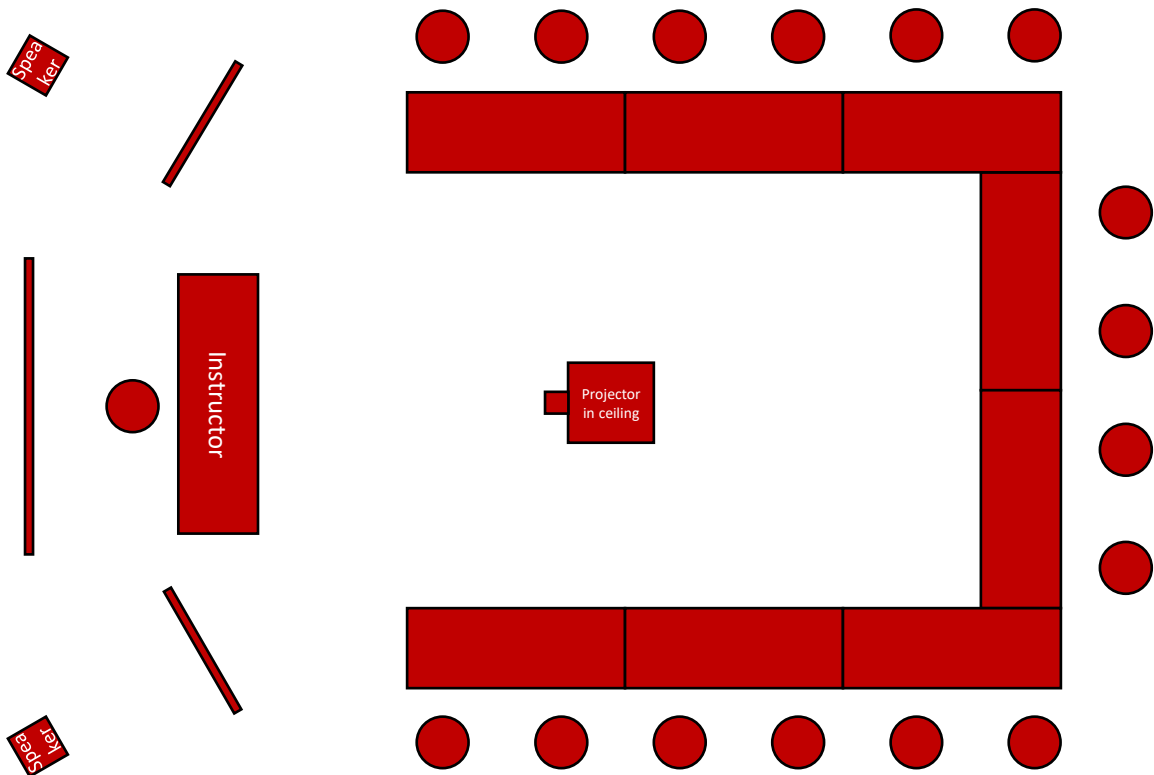


Room setup - courses

Example of table setup – horseshoe



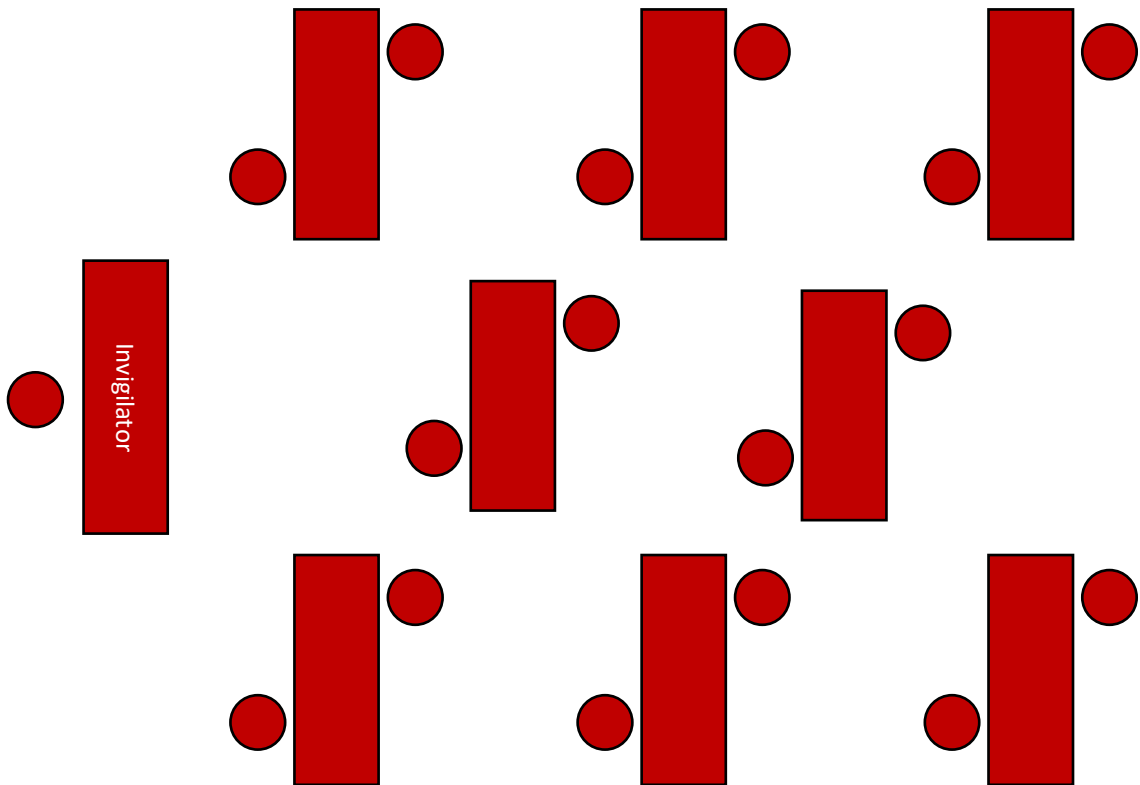
Checklist

- Min. 6 x 8 meter room size
- Power for every participant
- Stable internet connection
- Tables and chairs for everyone as above (an a few extra chairs to move around)
- Sound for PC (3,5 mm jack)
- Projector (VGA or HDMI) and screen
- Min 5x2 meter wall space or whiteboard for notes and flipcharts
- 2 flipcharts with paper and pens

Contact Peopleteam if something is not possible - then we will find a solution

Room setup exam

Example of table setup



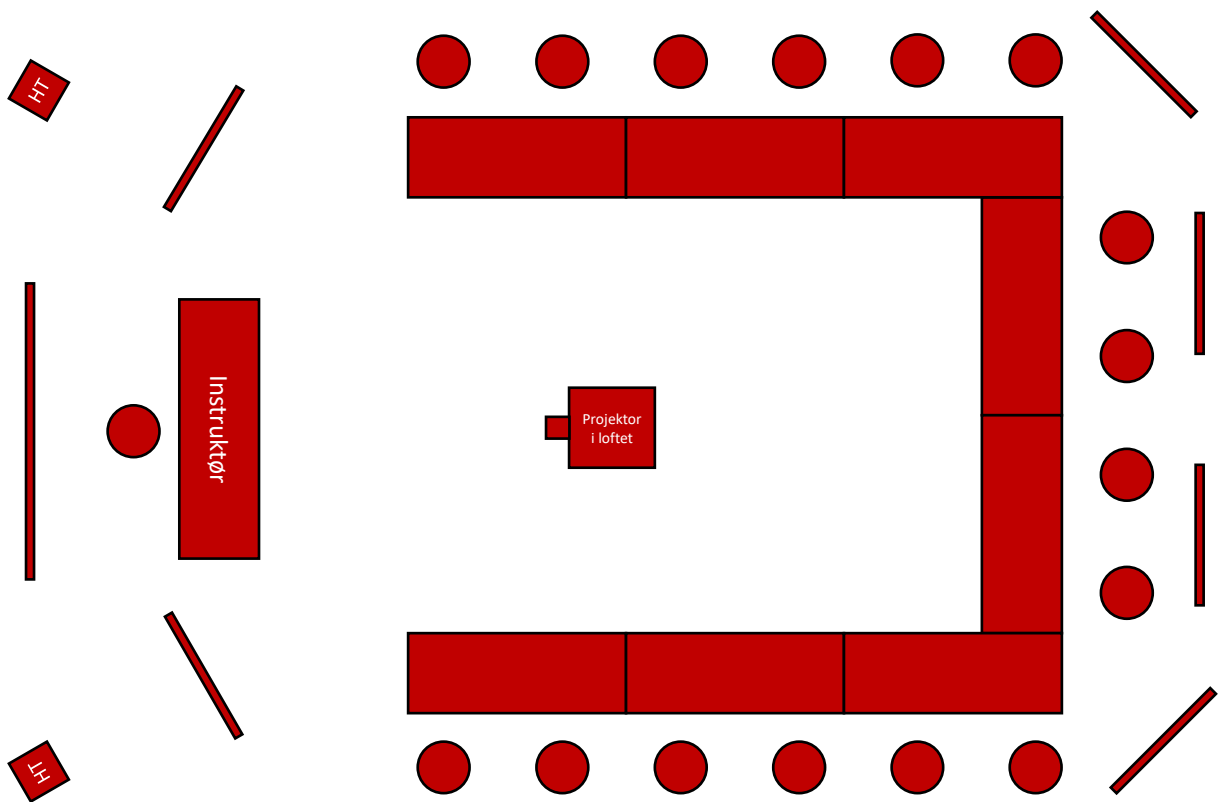
Checklist

- Each participant must sit so that no one can see each other's screen
- Power for every participant
- Stable internet connection
- Test PC-compatibility on <https://webates.peoplecert.org>

Contact Peopleteam if something is not possible – then we will find a solution

Room setup PTPM

Example of table setup – horseshoe



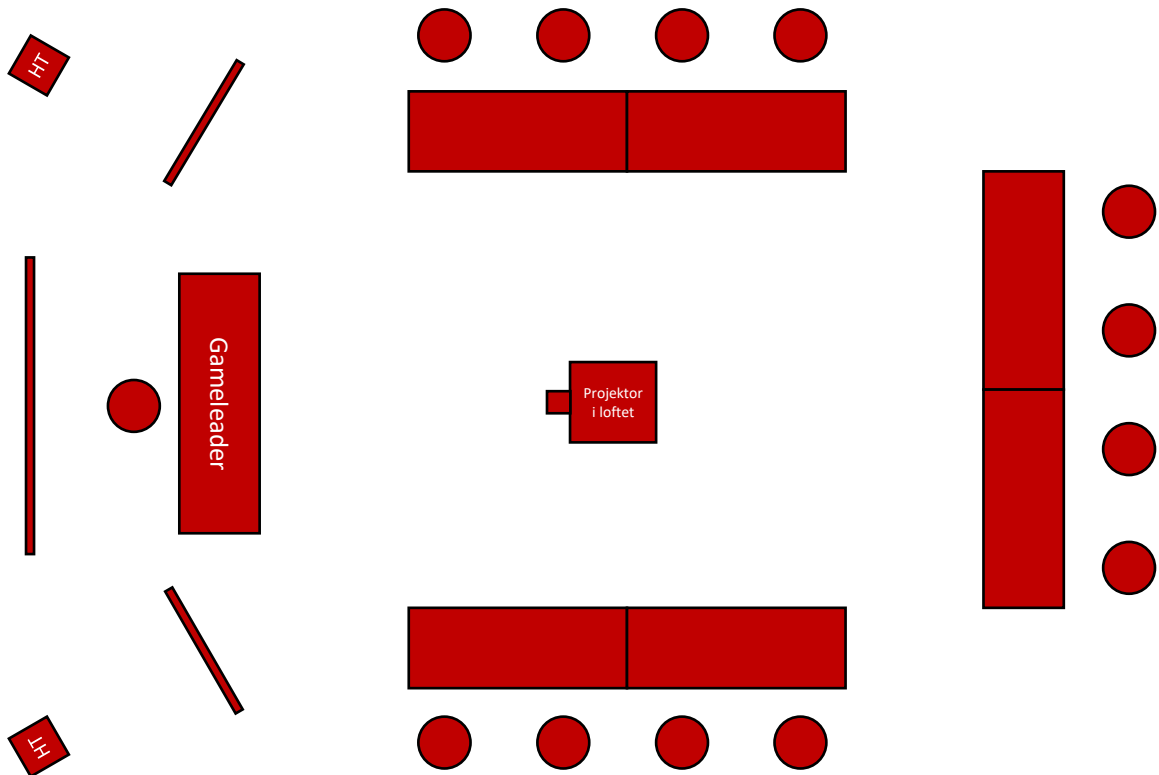
Checklist

- Min. 6 x 8 meter room size
- Power for every participant
- Stable internet connection
- Tables and chairs for everyone as above (an a few extra chairs to move around)
- Sound for PC (3,5 mm jack)
- Projector (VGA or HDMI) and screen
- Min 5x2 meter wall space or whiteboard for notes and flipcharts
- For the trainer: 2 flipcharts with paper and pens
- For the trainer: 1 flipchart with paper and pens for every group of 3-4 participants

Contact Peopleteam if something is not possible – then we will find a solution

Room setup Apollo 13

Example of table setup – open horseshoe



Checklist

- Min. 6 x 8 meter room size
- Stable internet connection
- Tables and chairs for everyone (an a few extra chairs to move around)
- Sound for PC (3,5 mm jack)
- Projector (VGA or HDMI) and screen
- Min 5x2 meter wall space or whiteboard for notes and flipcharts
- For the trainer: 2 flipcharts with paper and pens

Contact Peopleteam if something is not possible – then we will find a solution