



OLIVIAMCIVOR

Improving the Quality of Life & Work

Audio Visual and Room Set up for the program **Building Collaborative Relationships**

Program Room Set Up needs:

Building Collaborative Relationships is a program around just that building relationships, therefore it is necessary to have a room that is either set up in half rounds, rounds or in a “U” so that collaboration, discussion and conversation is easily facilitated.

- Classroom style set up does not work for this program and should be avoided.
- The program limit is 25 people so all rooms should be able to comfortably hold 25 in one of the above mentioned configurations.
- There needs to be an open space / an open room, foyer or center of the teaching room that the “ROPE” exercise can be facilitated This requires an unobstructed space of 35 feet x 35 feet for about 35-45 minutes to do complete this exercise.
- Audio visually, we require a screen, LCD projector, and speakers for Ms. McIvor’s laptop

If you have any questions, please do not hesitate to call our office at
604-913-0649.