

Training Room Checklist



The venue

- Close to public transport
- Ample affordable parking
- Accessible
- Easy to find
- Reception services
- Lounge area for breaks
- Catering available
- Clean bathrooms

The room

- Quiet
- Daylight & window blinds
- Air-conditioning controls
- Flexible table set-up
- Comfortable chairs
- Plenty of power sockets
- Rails or clips for flipcharts
- Coffee, tea & water allowed

The equipment

- Whiteboard
- Flipchart easel & paper
- Projector & screen
- Long cables for computer
- Speakers
- Internet access & Wi-Fi
- Clock
- Kit with stationery