



2020 Live Workshops: Venue Set-Up Recommendations

Summary: These courses are designed to build digital literacy by providing attendees with first-hand experience using new media and social media applications, tools and services. Compliance with all of these recommendations is strongly advised. Attendees bring their laptops, log on and follow through a series of exercises to gain applied knowledge of social media for professional use. Participants can successfully complete the workshop on a Macintosh or PC computer, as long as they have current version of FireFox or Chrome installed prior to the workshop. Participants should bring a mobile phone to verify Google and/or Facebook accounts, have Facebook, Twitter, Linked and Gmail accounts and know their user name and passwords.

IT Support: If your training will be taught with Internet access, technical support personnel to help attendees secure and maintain high-speed access for the duration of the seminar should be provided by the venue. I am not a network administrator. Stopping the training to help attendees connect to the Internet will delay the program and may negatively impact the outcome of training.

Room Set Up:

- Classroom style seating preferred with table name cards with thick, bold letters and name badges for attendees.
- Screen large enough for all attendees to be able to read the text on a projected web page. For rectangular shaped rooms, situate tables in the shallow direction to minimize distance to the screen.
- Table and chair for me, please. (And please situate the table and chair at head of room, preferably on a 45-degree angle so I can see attendees and screen simultaneously. I don't need a podium for training workshops.
- In order to insure brightness of projection, windows should be covered and no direct lighting should spill onto screen.

AV Support Required:

- LCD projector with VGA and HDMI inputs. Please have an extra blub (and tools for changing if necessary) on hand as well.
- 18 foot (6 meter) minimum VGA monitor cable and separate, shielded audio mini cable so I can present from the best spot in the room, rather than right beside the projector.
- Audio cables bundled with VGA cables, as is the case with many projectors, often buzz and should be avoided.
- Audio amplification (simple computer speakers can work for up to 10 participants) and one, working laser -pointer with extra batteries. Please test it be holding the button down to see if the brightness dims quickly.
- Power strips distributed around the room to accommodate attendees, if web access is provided.
- Wireless lavalier microphone with extra batteries for groups larger than 16 people, please.
- Large plasma or LCD monitor (or a second LCD projector) with an HDMI in jack for mobile app demos.
- Hardwired, broadband Internet access and enough CAT 5 cable for me to access using his own computer.
- Reliable, high-speed, Wi-Fi broadband Internet with enough capacity to support all attendees viewing YouTube clips concurrently with no buffering latency for the duration of the training.
- At high security facilities, this course can and has been taught without Internet access, but **please notify me at least 2 weeks in advance so I'm prepared to lead the session without Internet access.**

Prerequisites:

- Ideally, attendees would bring a laptop with a wireless Internet access card and an AC adapter.
- Attendees should be comfortable accessing the provided wireless internet hotspot using the laptops they bring to the training.
- Attendees should be comfortable surfing the world wide web and know how to use [tabs](#) in a web browser application.
- Ideally, attendees should have the latest version of [Firefox](#) or [Chrome](#) installed on the laptop they use for the seminar in advance. Internet Explorer and Safari are discouraged.
- To allow us to cover more material, it is best to ask attendees to register for and confirm a [Gmail account](#) prior to the

Recommendations:

- Large, folded, standing name cards should be on the table in front of every participant. These can be printed table tents or hand written with a black marker on folded, 8.5 x 11 card stock. First name only is fine.
- These trainings are highly immersive, engaging workshops frequently described as "drinking from a fire hose." To keep attendees alert it is recommended that coffee service be available through out the training and that a sugary afternoon snack be served.
- Ideally, lunch would be provided, so that attendees do not disperse at the lunch break.

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