

APPENDIX B

MEETING ROOM REQUIREMENTS

Room	Day 1	Day 2	Day 3	Day 4
Plenary Room / Breakout 1	Evening set-up if required	Plenary and Breakout Sessions ~700-800 pax theatre style		
Breakout 2	Evening set-up if required	Breakout Sessions ~200 pax theatre style		
Breakout 3	Evening set-up if required	Breakout Sessions ~200 pax theatre style		
Registration Foyer space preferred	Setup and registration/ check-in	Registration/information desk		
Meeting Room 1	Committee Meetings ~30 ppl boardroom style			
Meeting Room 2	Committee Meetings ~20 ppl boardroom style			
Exhibit Hall / Breaks / Posters	Setup 20 booths (3x2 m) 100+ poster boards Food stations	Exhibits Posters Breaks Evening: Welcome Reception for ~400 pax	Exhibits Posters Breaks	
Offsite	n/a	n/a	Social Event for ~250 guests; networking format	n/a