

APPENDIX B

SPACE 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 ~200-250 pax theatre style		
Breakout 3	Evening set-up if required	Breakout Sessions ~200-250 pax theatre style		
Registration Foyer space preferred	Setup and registration / check-in	Registration/information desk		
ISDE Meeting Room 1	Committee Meetings ~30 ppl boardroom style			
ISDE Meeting Room 2	Committee Meetings ~20 ppl boardroom style			
Meeting Room 3	n/a	~20 ppl boardroom style		
Exhibit Hall / Breaks / Posters	Setup 20 booths (3x3 m) 100+ poster boards F&B Seating/lounges	Exhibits Posters Breaks	Exhibits Posters Breaks	
		Evening: Welcome Reception for ~500 pax		
Offsite	n/a	n/a	Social Event for ~250 guests; networking format OR several smaller social tours/events	n/a