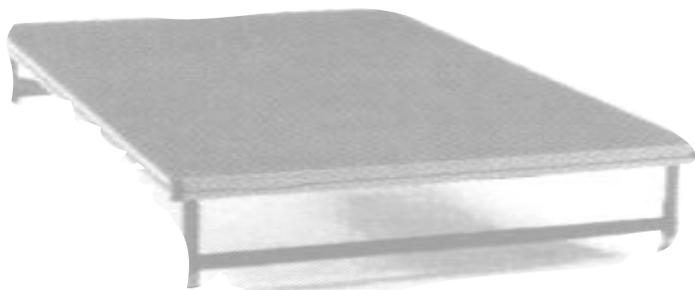


WHAT ROOM SET UP WORKS BEST TO KICK IT IN?

Let's face it, gymnasiums were just not designed to sit and listen to one person talk and yet perhaps it's this "large room/straight row" approach to setting up a room which has influenced everything from today's modern classrooms to corporate conventions. Since around 800 A.D. when the Greeks and Romans figured out the best way to set up their events, we've known how to create the kind of environment that insures the audience gets the most out of a program. KICK IT IN has two types of presentation formats: The first hour of presentation normally tends to be more of a keynote kind of full group presentation and the second hour and/or two is presented in more of a workshop or break out type setting. Obviously the best environment for any speaking presentation would be in an auditorium, theater, or lecture hall location with full house lights and a sound system. (However, putting 100 people in a room that seats 10,000 might not be the best regardless of the quality of the room.) The workshop or breakout type sessions many times will work in the same room if there is ample space on stage for large group activities. Multi-purpose rooms work well because chairs can be set up in a "theater style" and then moved out of the way for activities. Depending on the total number of participants a platform riser may be required. The ultimate goal is to create the best program using the space that's available. Reality dictates many times what is possible and if you have any questions as to whether something will work or not, please call.

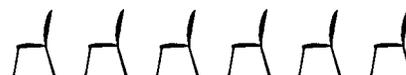


A few suggestions...

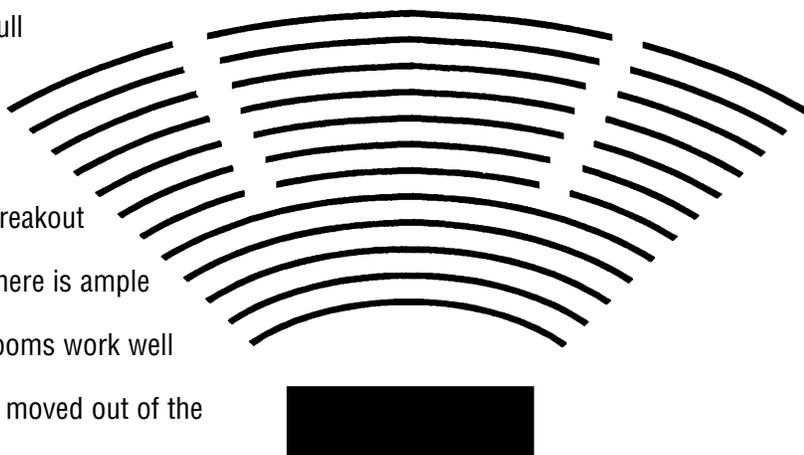
Just as atmosphere and ambiance are important in a restaurant and enhances the overall experience, room set up can have just as much influence in a program or presentation. The goal is put all of the emphasis on the audience to maximize the impact for them NOT the speaker. Consider these guidelines as "suggestions" rather than "requirements." The primary goal is NOT to create more work for you, rather to create more impact for every member of the audience. These ideas when applicable will help any audience KICK IT IN!

Audience-Centered Seating™ Principles

- When appropriate set room to face longest wall.
- Curve the seating to face the presentation.
- Do NOT have a center aisle.
- No aisles in the first 5 rows of chairs.
- Flare the outside aisles off the edges of the platform at a 45 degree angle (i.e. 10 o'clock and 2 o'clock)
- Face each chair directly toward the presentation.
- Make all interior aisles 2 chair widths wide.
- Separate each row by 1 chair width front to back.



©1994 Thrival Systems® Paul O. Radde, Ph.D. Used with permission.



Check list for room set up

- Just enough chairs set up as detailed above. (Better to have too few and add than too many!)
- 12" - 24" high platform riser depending on audience size (over 200) and room (flat floor vs. inclined).
- Chalkboard with chalk or flip pad with markers.
- Two microphones with plenty of cord.

WHAT IT TAKES FOR A PROGRAM TO REALLY KICK!

The needs of a program with regards to facilitation and coordination are few. However it is important to establish an expectation or knowledge of any needs involved for a successful event. The first hour of presentation normally (*and that doesn't mean always, has to be that way, never changes or adjusts kind of thing, but for the most part*) tends to be done in an entertainingly informative, foundational, fast paced, keynote kind of full group presentation. Individual participation and activities are used throughout, but nothing that couldn't be done right in or at their seats. Because of this, the first hour can be used as an opening assembly, large group presentation, or conference style keynote in a multi-purpose room, conference or lecture hall, auditorium, or theater. It would be preferable not to have a lectern, so that every member of the audience and program participants could see Fran literally from head to toe. It would also be important to emphasize good, adequate, general lighting and to have the audience as close to the platform, riser, stage, or head table as possible. Either a chalkboard, flip pad, or an overhead machine with screen will be necessary. Fran travels with a wireless microphone system, which if needed can be plugged directly into any house/portable PA system.



Q. What happens during the second and third hours of a presentation?

A. This is when the presentation moves into more of a workshop type or break out session format with activities, possibly optional handouts, pencil/paper activities, group and team building experiences. The goal is to create greater understanding as well as awareness through action and involvement.

By illustrating the concepts presented in the opening hour with actual "experiential games," the participants gain a deeper knowledge of what Fran talked about.

Q. How many people can attend the program? Are there any limits?

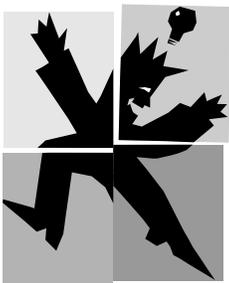
A. The first hour is almost limitless depending on facility and adequate seating space. The second and third hours do need to be limited with regards to the number of participants because of the large group involvement, group activity, etc... Based on past experience, it seems like 200 participants tends to be a maximum number. This of course depends a great deal on the size of the actual facility, movability of chairs, amount of floor space, availability of aisle space, and what game is being played.

Q. May we video or audio tape record the program?

A. Yes, and it is encouraged to do so. Simply be sure to request permission in advance of the program, so that a written agreement rider can be sent to you before the program date and fees can be arranged.

Q. Can we do two 90 minute sessions for the same fee as one three hour program?

A. Yes, in fact we can break up a 1/2 day or full day many different ways. Large groups can be split in half, work with two separate groups, or even do an opening keynote presentation for one hour with everyone followed by a two hour breakout session with a smaller portion of the group.



**KiCK
it in!**

instruction & design concepts