

Hayden Conference Center Setup Sheet

Please draw a picture of your desired layout, and specify the A/V equipment that you will need.

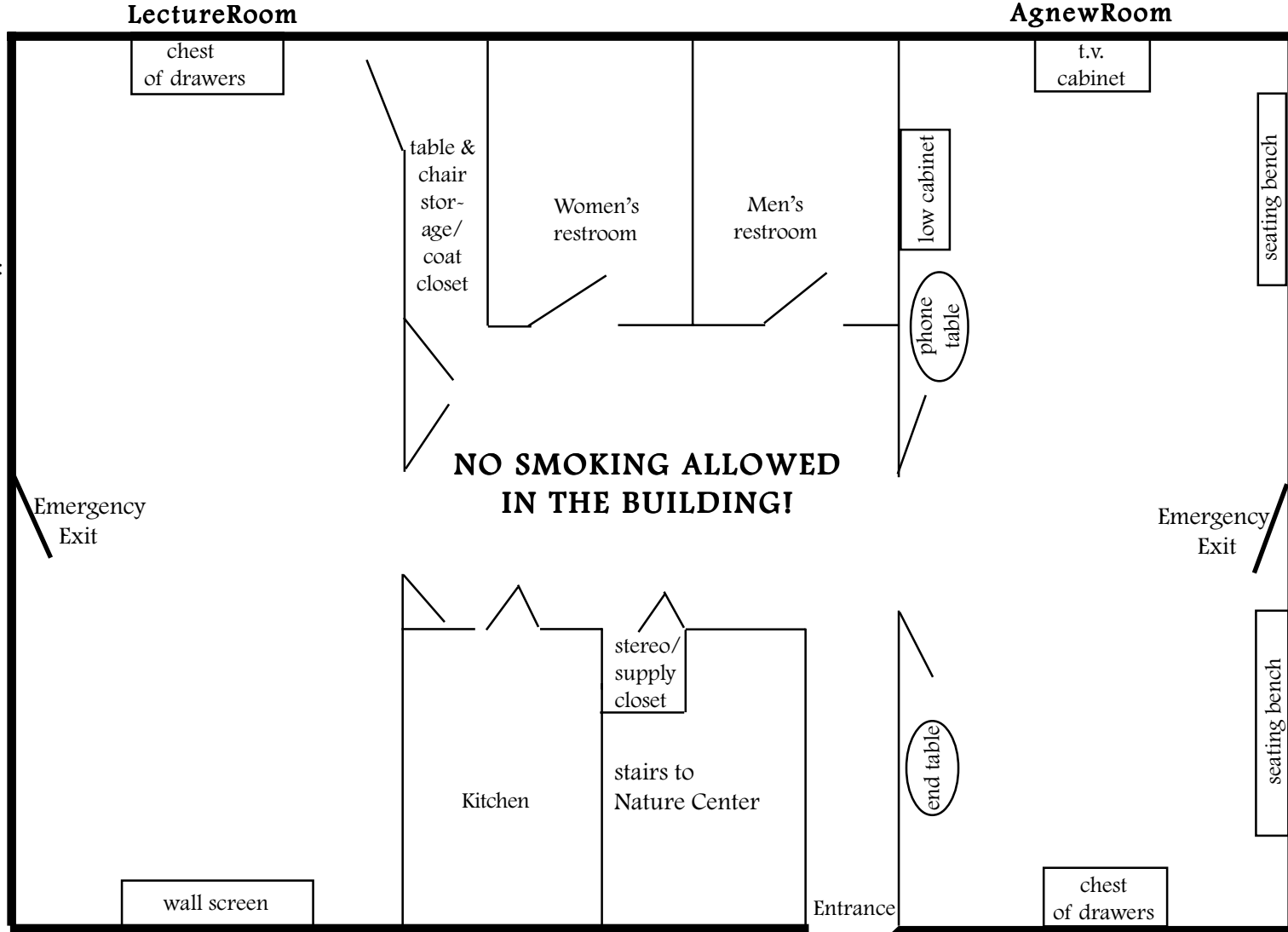
A/V Equipment

- | | |
|--|---|
| <input type="checkbox"/> podium | <input type="checkbox"/> slide projector |
| <input type="checkbox"/> overhead projector | <input type="checkbox"/> wall screen (Lecture Room) |
| <input type="checkbox"/> portable screen | <input type="checkbox"/> TV/VCR (Agnew Room) |
| <input type="checkbox"/> stereo (no CD player) | |

Lecture Room (38' x 19')

Setup may be any combination of folding tables and chairs.

Maximum capacity:
65 for lectures
65 for slide show
75 standing/ buffet
50 seated at tables



Agnew Room (38' x 19')

This room also has 3 large tables that cannot be removed from the room. Please include these tables in your setup specification.

Maximum capacity:
75 standing/buffet
60 for slide shows/talks
50 for seated meal
30 conference style