

Checklist

Conferences and Seminars

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1. Is the number of participants known?
2. Is it possible to make the room bigger or smaller should the number of participants change?
3. Is the room for the event known or is sufficient information available, such as floor plans?
4. Will an onsite inspection be required beforehand?
5. Has the delivery option been clarified?
6. Are there any obstacles to be considered for the delivery, such as stairs, lifts, etc.?
7. Are directions/map available?
8. Have you planned sufficient time for the installation, tests and dismantling, and will the conference room be available for this as well?

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9. Is the position, type and number of electrical power connections known?

10. Can the room be sufficiently darkened as required for the media used to support the speech?

11. Can the lights be controlled centrally, possibly by remote control?

12. As far as the chairs are concerned, have the places and work surfaces for the equipment been considered?

13. Is some equipment already available, such as projection screen, PA system?

14. Has the function and quality of the existing equipment been checked?

15. Will you have sufficient time for any possible reconstruction, e.g. for the evening event and dismantling?

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