



FACILITY COORDINATOR'S CHECKLIST

- Reservations made for the Main Room and the Team Rooms:
 - Reserved ½-day before seminar
 - Rooms have 24-hour hold
 - Rooms are located close together
- Work with PriSim to order team computers/printers.
- Send out course announcements and pre-work to participants.
- Call PriSim® with any questions!

Facility and Seminar Setup

for a **PRISIM**® Course



PRISIM®
Business War Games
888 E. Belvidere Rd., Suite 412
Grayslake, IL 60030
847-548-7888
info@**PRISIM**.com

PRISIM®
Business War Games
We make learning real™

This brochure outlines the equipment and facility requirements for a PriSim® Course. If you have any questions about this information, please call PriSim at (847) 548-7888.

GENERAL REQUIREMENTS

A PriSim seminar requires Team Rooms (separate or shared) and one Main Room.

All rooms must be reserved for ½-day prior to the seminar start date and require a 24-hour hold during the seminar.

We would like to speak with the main facility contact regarding facility operations, food delivery, and to ensure that we are utilizing the facility to its maximum potential. Please provide PriSim with:

Facility Contact: _____

Facility Phone: _____

Setup Date: _____

Setup Time: _____

MAIN ROOM

The Main Room will be used throughout each day of the seminar and needs to:

- Accommodate all participants, facilitators, tables, a computer projector, and a screen
- Have at least a 10 foot ceiling
- Have the following items:
 - ⇒ LCD projector with a laptop connection
 - ⇒ Projection screen
 - ⇒ 2 Flip charts with markers
 - ⇒ Laptop connection for sound (check with PriSim to see if this is required)

TEAM ROOMS

Team Rooms will be used during each day (and sometimes the nights) of the seminar. Team Rooms can be separate for each team or can have more than one team in them but must be located **close together**.

The following equipment must be available to each team separately:

- Flip chart or white board with markers, tape, or pins to attach charts to wall
- Computer system with a laser printer (see computer requirements section)

COMPUTER REQUIREMENTS

In most cases, PriSim's clients choose to utilize an outside computer vendor. PriSim can provide the vendor and coordinate the delivery, set-up, and breakdown of equipment. In some cases we can utilize your own company's equipment.

Whether we work with an outside vendor or your in-house equipment, please ensure that the following **minimum** requirements are met:

- Laptop computer with 1.7 Ghz Centrino or faster (equivalent to a Pentium 2.4-GHz). No Celeron chips.
- No passwords
- 2 Gigabyte RAM
- CD-ROM drive
- Two free USB ports
- External keyboard and mouse
- Windows XP or Windows 7 (with latest Service Pack)
- Adobe Acrobat Reader
- 17" monitor or larger

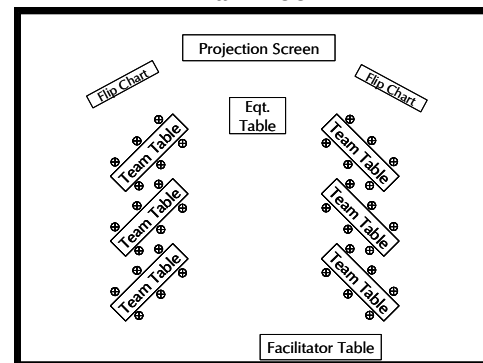
More on next page →

COMPUTER REQUIREMENTS (CONTINUED)

- High speed laser printer (at least 20 pages/minute) for each system
- Excel 2003 with SP3.
NOTE: Excel 2007 and Excel 2000 will **NOT** work
- Visual Basic for Applications needs to be installed and enabled in Excel and MS Office
- Sound (internal sound or speakers)
- Power Point (any version)
- We must also have a complete spare computer system and printer (if using PriSim's vendor, this will be provided at no charge)
- If possible, please have the computers "ghosted" so that:
 - Screen saver is turned off
 - Monitor power-saving set at 4 or more hours

ROOM SETUP

Main Room

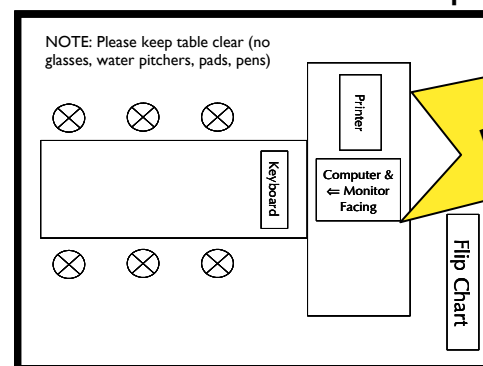


SUGGESTED ITEMS:

- Participant name tags and name tents
- Garbage cans in all rooms

Note: The number of tables and seats will depend upon the number of attendees

Team Room—Team Table Setup



Visit prisim.com/teamrooms.htm for a virtual tour of a team room!

Note: Please make sure that the tables are located within four feet of a power outlet (preferably against the wall).