

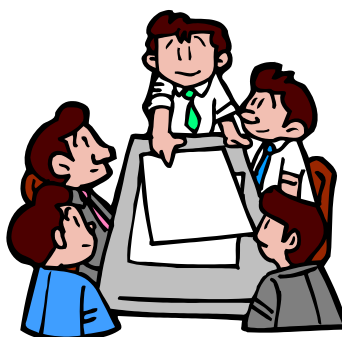
CMI BUSINESS PLANNING SESSION ROOM SET UP & SPACE REQUIREMENTS

Headcount	Room Size	# Flip Charts	# Easels
Up to 10 people	1000 sq. ft.	2	2
10 - 30 people	2000 sq. ft.	3	3
30 - 40 people	2500 sq. ft. & outdoor access	6-7	6-7

*For information about groups of 50 or more, please call CMI at 708/383-7970

Front of Room

1 flipchart



1 flipchart



Meeting Table or U Shaped

Please have the meeting table towards the front of the room, about 6 feet from the wall.
The back $\frac{3}{4}$ of the room should be open for initiatives with one 6 foot table on the back wall.



6 ft. Table

Other Needs:

- We request water in the room at all times.
- We request that flipcharts be in the room $\frac{1}{2}$ hour before the session begins.
- When lunch is being served in the room, there should be additional tables either in the front or in the back for people to sit at.