

## ***Meeting Room Specifications***

NDCI requests the following room specifications for onsite trainings to ensure teams have the optimal learning environment. Use the links to view detailed diagrams of how the rooms should look.

### **[Plenary Room](#)**

This room should be big enough to hold all training teams. Each team will get a table in the plenary room.

***NDCI breakout sessions are designed to be engaging and interactive. Therefore, each team needs its own private space to work during breakout sessions to focus on their program without distractions.***

### **[Breakout Rooms](#)**

Breakout rooms are used for splitting a large group into smaller groups to collaborate.

Each team should have a breakout room. (Note: the main plenary room can serve as one of the breakout rooms).

### ***Wall space***

To assist teams during the breakouts, NDCI utilizes flip charts (NDCI to provide) for participant involvement that leads to understanding and retention. We request breakout rooms with maximum wall space where teams can tape papers to the wall for review while in session.