



## Facility and Equipment Requirements

The following equipment is necessary in order to run a Transformation<sup>®</sup> session and should be arranged as shown in the subsequent diagram.

Numbers correspond to set-up diagram.

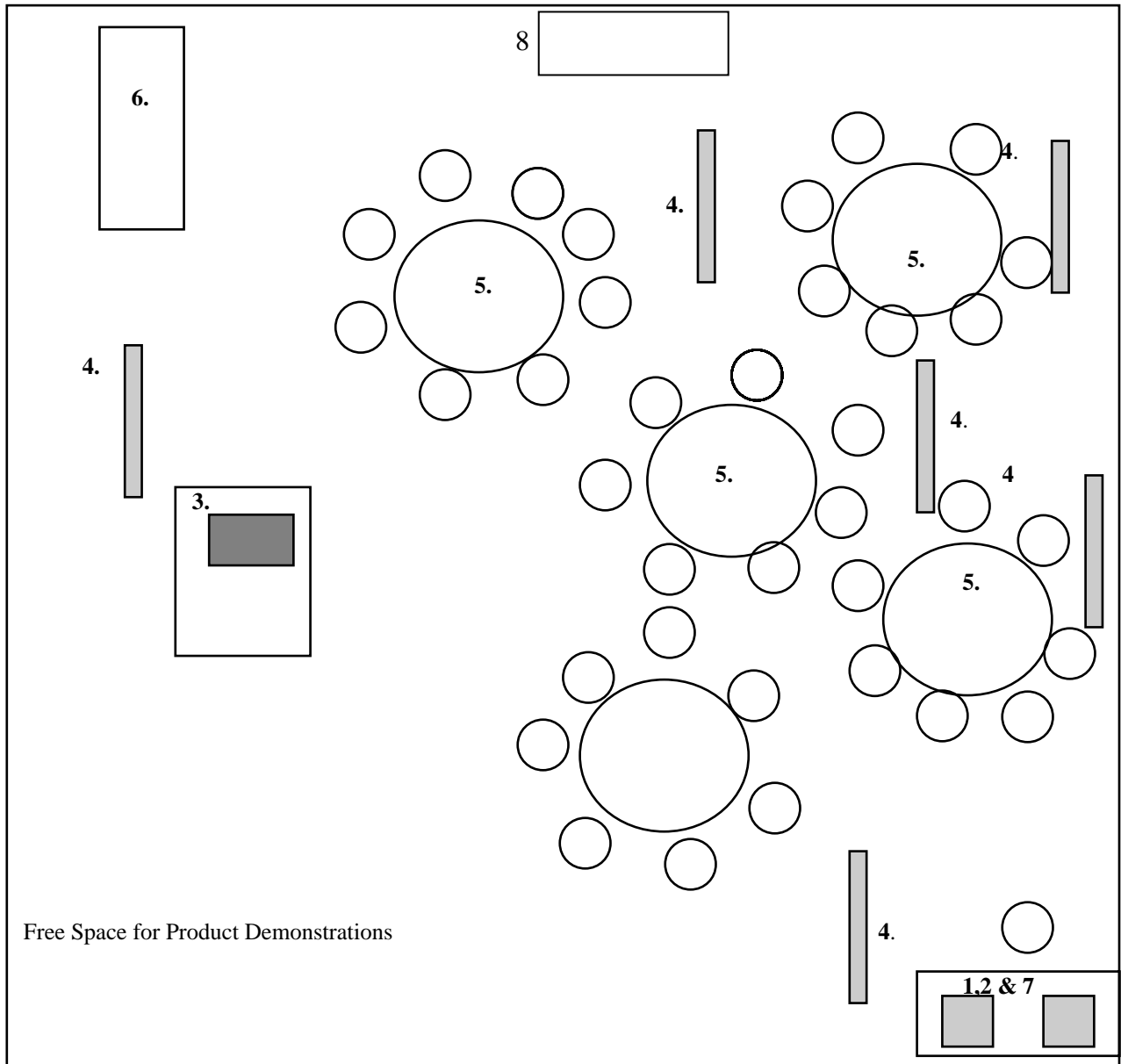
1. Computer (IBM compatible) and monitor, Microsoft Excel<sup>®</sup> Version 2002 (or Office 2000) software, plus appropriate print drivers. Include all cables to link between printer and computer.
2. Laser printer with at least 200 sheets of recycled paper available. Printer speed is extremely important! You will need to print over 50 pages of team reports quickly, so the printer should print a minimum of 12 pages per minute.
3. A/v equipment to project PowerPoint PC presentations and an overhead projector as a back-up
4. One paper flip chart per team and one for the facilitator, with flip chart easels and markers.
5. One work table with 6/7 chairs per team. Preferably 1.8m (6ft.) diameter round (rectangular is acceptable)
6. One table to hold K'nex<sup>®</sup> components. Preferably a 1.6m x 0.9m (5ft x 3ft) rectangular table.

7. One table and chair to house facilitator station with computer and printer. This table needs to be located beside a multiple electrical outlet. Extension cords and a multi-plug powerbar may be necessary and should also be provided. This station may be located in an adjacent room since the participants are not required to use the computer (provided the facilitator will have immediate access to the computer at the end of each cycle).
8. One table for simulated company materials – along wall. Preferably a 1.6m x 0.9m (5ft x 3ft) rectangular table.



# Room Set-up Diagram

The room should be set-up in advance according to the following diagram.





## Set-up Variations

### **Variations on Room Set-up:**

Include one set of table and chairs for each company team attending the exercise. Since the exercise may accommodate as few as two teams, you may not need all the tables shown in this diagram. In some situations, an eighth consultant role may be added to the teams so 8 chairs are required at each table.

If the available room does not have adequate room for product demonstrations (an area at least 20' to 25' long by 5' wide (6m to 8m by 1.5m) must be established for rolling the Kinector) marketing presentations may be conducted in an adjacent room, but 5 to 10 minutes must be added to the agenda to accommodate moving all participants between the rooms. This room may be set up with enough chairs so that everyone may sit to watch the presentations (auditorium style). An additional flip chart with easel and overhead projector should also be set up in this room to accommodate marketing presentations.