# Venue and equipment requirements for the workshop: Introduction to electronic resources management

The workshop lasts for 3 days and is for up to 20 participants, (2 each from 10 organisations) plus the facilitator(s) and administrator

**So *all facilities need to accommodate at least 22 people***

## Venue

* Day 1 Computer suite with
  + space for participants to work two to a computer, that is: enough chairs and space to accommodate two people sitting at each computer, plus table-space each side of the computer for participants to be able to take notes and consult their handbooks
  + these computers must be linked to the internet and have access to as many INASP resources as possible**. It may therefore be necessary to check the IP address and register at least 3 weeks before the workshop commences**
  + demonstration computer for facilitator, linked to data projector
  + participants able to see screen or projection on to wall from where they are seated
* Day 2 and 3. Meeting room set up in board-room style to seat all participants, facilitators and workshop administrator. Access to computer suite could be useful for the afternoon of Day 3 but is not essential.
* All days also require enough space for 4 groups of 5 people to work independently, not using the computers, but consulting documents, either in the main venue or in breakout rooms.

## Equipment required at venue

### For facilitator (all days)

* Check if facilitator will be using his/her own computer. If not, administrator will need to supply Computer running Windows, Internet Explorer, Word, Excel, PowerPoint
  + CD drive for demonstrating workshop disk
  + USB port for uploading workshop materials via a flash drive or memory stick
* Fast, live internet link
* Data projector with leads to connect to and work with computer
* Power source
* Screen or wall for projection
* Flipchart on easel or mounted on wall, with plenty of sheets
* 4 different colour marker pens
* Blue tack or means of fixing flipchart sheets to wall
* Wall-space for displaying completed flipcharts
* Sticky notes or post its – at least 5 pads in different colours if possible

### For participants

* one copy each of the participants’ handbook (to be downloaded and printed by the Workshop Administrator, see <http://www.inasp.info/uploads/filer_public/2014/01/15/introeresources_participants_handbook.pdf> )
* one A-4 hole-punched notepad each, to use with handbook
* access to a computer (1 between 2 is fine) with online access to INASP resources