



Listed below are the maximum setups for each Mississippi Bend AEA Learning Center room.

Please use this as a guide when reserving rooms.

- If you need more than one room, the suggested room request is vertical. For example, Muscatine/Scott rooms or Clinton/Jackson rooms. If not available together, Clinton/Scott rooms and Jackson/Muscatine rooms are the alternatives.
- If three rooms are needed, the Clinton, Muscatine, and Scott rooms should be scheduled; the Scott room would be the lead room.

Audio-Visual: The Learning Center staff will assist you with any audio-visual needs.

<p><u>Louisa Room</u> ICN – Iowa Communications Network Classroom setup – 27 Computer with internet access</p>	<p><u>Scott Room</u> (face front) (face Screen) Classroom - 45 39 Theater - 70 60 U-shape - 27 21 Square - 36 30 (8) 2-table grps 56 (7) - 49</p>	<p><u>Clinton Room</u> Classroom - 45 Theater - 70 U-shape - 27 Square - 36 (7) Two-table groups - 49 (no refreshments)</p>
<p><u>Dr. Yoder Room</u> 24 Square Computer w/ internet Overhead & DVD/VCR Smart board</p>	<p><u>Muscatine Room</u> (face screen) Classroom - 45 Theater - 70 U-shape - 27 Square - 36 (6) Two-table groups - 42</p>	<p><u>Jackson Room</u> (face screen) Classroom - 36 Theater - 45 U-shape - 18 Square - 24 (5) Two-table groups - 35</p>
<p><u>Cedar Room</u> 24 Square Computer w/ internet Overhead & DVD/VCR</p>		

**All set-ups assume 3 chairs per table (except for pods).

Multiple Room Configurations

<p><u>Four rooms</u> Theater – 350 Two-table groups – 217 (31 groupings w/7 chairs at each) Classroom – 200</p>	<p><u>Three rooms</u> Theater – 250 Two-table groups – 161 (23 groupings w/7 chairs at each) Classroom – 150</p>	<p><u>Two rooms</u> Theater – 150 Two-table groups – 112 (16 groupings w/7 chairs at each) Classroom – 100 Ushape – 50</p>
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<p><u>Room 1</u> 18 Square TV/VCR</p>	<p><u>Room 2</u> 24 Square Computer w/ internet Overhead & VCR</p>	<p><u>Room 3</u> 24 Square Computer w/ internet Overhead & VCR</p>	<p><u>Technology Lab #2</u> 16 – computers w/ internet Main computer w/ overhead projection</p>
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Checklist for reserving a room:

- ✓ Number of participants and desired setup, which will determine the number of rooms needed.
- ✓ Please be specific when explaining setup in the “Notes” section of Outlook.
- ✓ Diagram drawn for any room setup needing a special configuration.
- ✓ Do I need to order refreshments? What are my audio-visual needs? Do I require a registration team?
- ✓ The meeting has been cancelled. Have I contacted or emailed the Learning Center informing them?