

Meeting Room Specifications

Justice For Vets requests the following room specifications for onsite trainings to ensure teams have the optimal learning environment:

Plenary Room

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

JFV 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, Justice For Vets utilizes flip charts (Justice For Vets 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.

If the training is for a single team, the plenaries and breakouts can take place in the same room.