

## Questions for the Friday Center

1. What are our options for microphones. Do we have a choice of
  - - Lectern
  - - Wireless lapel
  - - Wireless hand held

Donna said (5/28): We have all three of these and you have choices. Let me know.

2. Are electrical outlets 3-prong?
3. Paula and Nancy need to set up with two projectors. They can bring the second laptop and projector. Is there a second screen?  
I think we'd like this setup also for Keep Informed Without Being Overwhelmed. The sessions are on at the same time. I wonder if United Way or Purple Elephant have any extra laptops. (JHH 5/29)
4. (nes 6/1) The contract says am break 8-9 and pm break 3:00 - 3:30. What's the flexibility there? Can we have coffee 8:00 - 8:45, and again at 10:00 - 10:15. What about the two 15 minute breaks in the afternoon - 2:30 is just an hour after lunch, so if we had to pick one I'd say the 2:30 - 2:45 break for fruit and beverages.
5. (nes 6/2) We don't need to worry about separate tickets for lunch, right. Those with conference nametags can go through the line and find a space in the dining room? No. The Friday Center gives us a pile of lunch tickets the day of the conference. Attendees will need to hand a lunch ticket to the person at the door in order to get into the dining room. We can confirm with Donna Monday, but that's what I remember.

## Other details

5/28: Donna said: I won't be back until June 7th, if you need any answers, call the front desk and they will direct you to a live person you can talk to. 962-3000.