

Maverick

& Boutique

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Guidelines for the best use of Zing in small and large groups

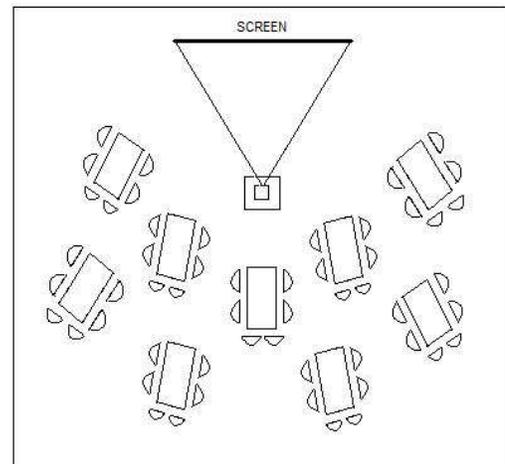
Zing meetings work best when you have the optimum combination of room size and shape, screen size and table seating arrangements in order to engage everyone, promote rich conversations, and ensure the rapid exchange of ideas and idea integration.

General room guidelines

The object is to create an environment that is hospitable to creativity and relaxed conversation. With this in mind, a generously sized conference room is preferable to a ballroom, where the square footage and ceiling height create an uncomfortable amount of space around the activity.

It is important to choose a room with a ceiling high enough to accommodate a suitably-sized screen (the bottom of screen should be level with the table height).

The ideal shape for a room is shown in the picture to the right. In a long, narrow room, it is best to place the screen on a long wall so the text is easily visible for everyone.



Room setup

Furniture: The goal is to arrange seating so that people can converse in small groups of two to six. This encourages engagement and focus. For conferences, set up 5-7 people around the two long and one short sides of 3 x 6-foot training tables. Ensure the tables point towards the screen so everyone has a view. If round tables are the only available option, be sure to seat only as many at each table as can comfortably see the screen without having to turn around.

Projection screen

The following are optimal sizes for projection screens relative to the number of participants: 6-12 people: 6 feet, 12-40 people: 10 feet, 40-80 people: 12-15 feet (For large groups, it also works to have multiple screens that display the same image. This requires some additional electronics). For meetings of 100 or more, multiple Zing kits are required, each one connected to a unique projector and screen. The photograph to the right illustrates the setup for a 200-person meeting.



Room lighting

Natural light: Natural light adds significantly to the environment of any meeting. It is also important to make sure that people can see the projection screen well. Adjustable shades are a benefit and, if they are unavailable, it is best to put the screen in front of windows so the light source is behind the screen.

Artificial light: If ceiling lighting washes out the image on a projection screen, the lights can be dimmed or the globes of lights immediately in front of the screen can be removed. Leave all other lights on as people will be more comfortable working in a room with adequate light to see their notes and each other.

Technical requirements

The facilitator will supply:

1. Laptop computer (PC) with Zing software
2. Wireless keyboards
3. Projector where necessary

The venue will supply:

1. Power, including extension cord/power strip
2. Projector
3. Screen(s)
4. Audio when necessary including teleconferencing
5. Internet access for facilitator when necessary

Important note: The facilitator will sit either at a small table near the front of the room or at one of the participant tables. Therefore, generous lengths of AC and VGA cable are required, as well tape for preparing a safe cable run.

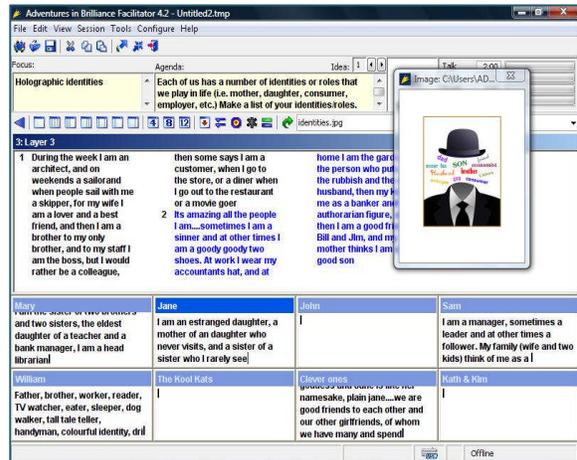
We are happy to speak with your IT/AV department in advance of the meeting to clarify our requirements and answer any questions.

Please contact us at maverickandboutique.com

Further illustrations



Zing meeting for 100 (one system with two screens)



Zing interface