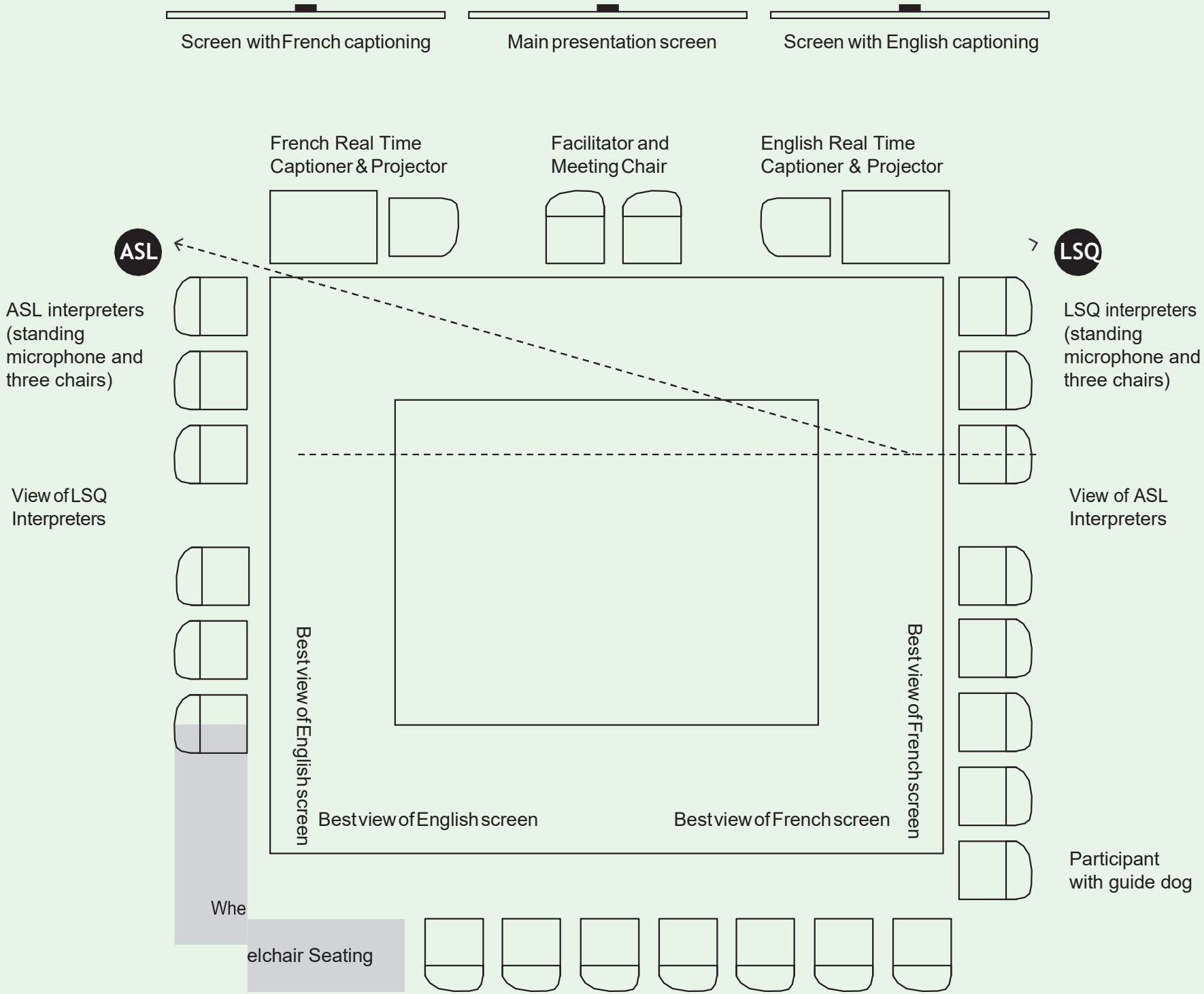
Appendix B: Sample Meeting Room Set-ups

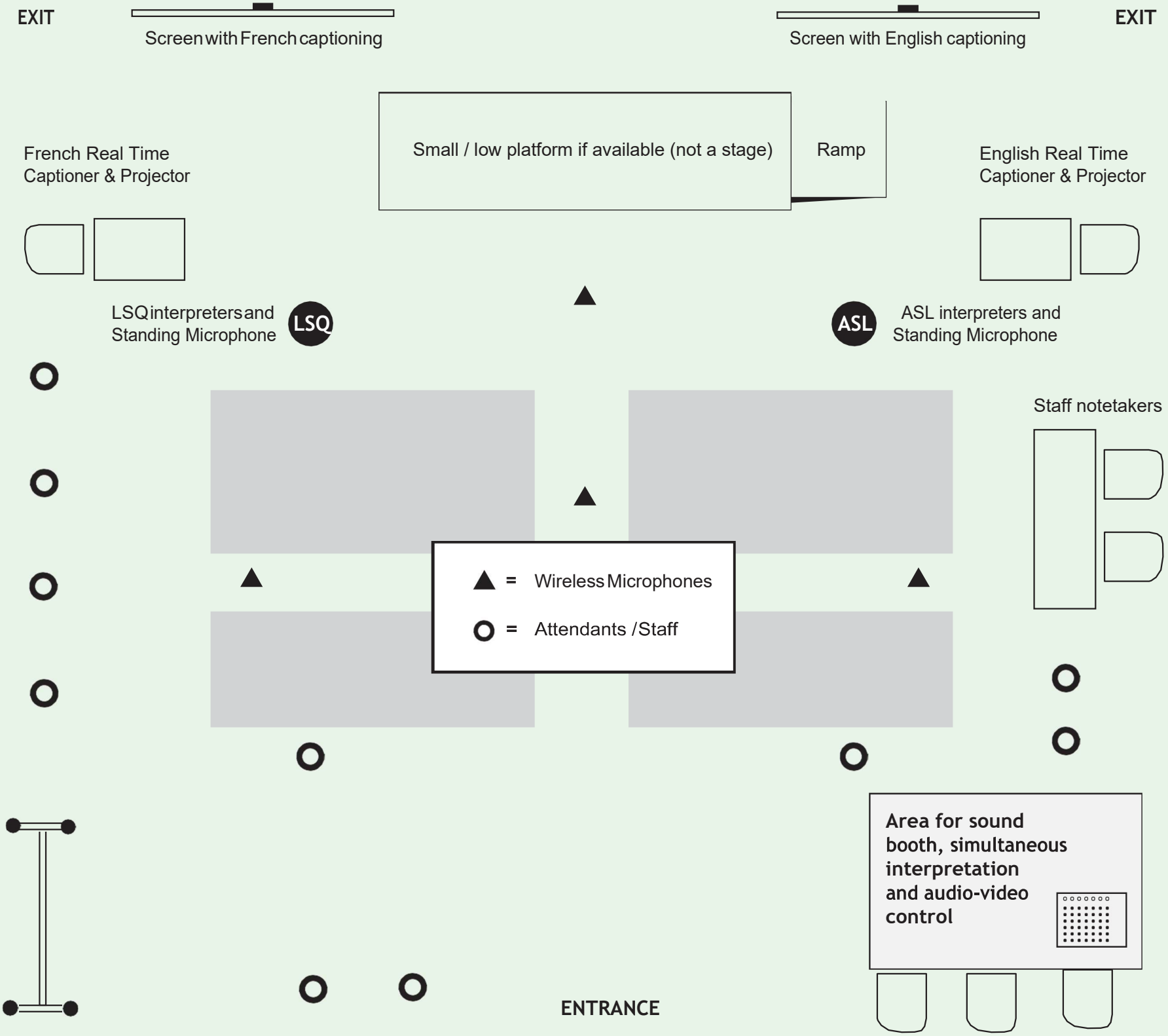
Banquet Table Seating

Theatre Seating

Roundtable Seating



Room layout


EXIT
Screen with French captioning
Screen with English captioning
EXIT
Small / low platform if available (not a stage)
Ramp
French Real Time Captioner & Projector
English Real Time Captioner & Projector
LSQ interpreters and Standing Microphone
LSQ
ASL
ASL interpreters and Standing Microphone
Staff notetakers
= Wireless Microphones
= Attendants /Staff
Area for sound booth, simultaneous interpretation and audio-video control
Coat rack(s)
ENTRANCE