

Metadata and XML Briefings: Supplies

Based upon our workshop experiences, we recommend the following:

Should Have:

- tables and chairs for students
- table and chairs at front of room for instructors
- multi-media projector compatible with your computer
- table or cart for projector
- projection screen
- computer for taking notes (and as back-up)
- extension cord / power strip
- easel and paper
- markers
- tape to hang paper sheets
- blank name cards for students and instructors

Nice to Have:

- podium
- pointer
- timer with alarm to help you keep track of the time
- candy, pens, pencils, highlighters for students
- water for students and instructors
- talking points and slides backed-up on floppy disks
- visual aids