# TABLE OF MATERIALS

Table of Materials – Session 1

- **Room arrangement**: Arrange tables and seating in a U-shape facing a large whiteboard or smooth wall (10 to 12 feet in length ideal) on which self-adhesive flip chart paper can be mounted and written on. If easels are used, have a minimum of 2, ideally 3)

- Self-adhesive flip chart paper (at least 110 sheets)

- Markers and pens

- Pens and note-taking pads for all participants

- Audio recorder

- Name tags

- Required forms (e.g., photo consents, reimbursement forms)

- Options (but strongly recommended): Refreshments, gift cards or gifts to acknowledge participant time and contribution to the project