

LECTURE ROOM SETUP INSTRUCTIONS

HOTEL / LECTURE VENUE MUST PRINT THIS COMPLETE PAGE (8-Sep-14)

Please request that the lecture room is set up by 1800h the day before **exactly** as specified below. The individual responsible for setup **should contact Instructor by 1800h the day before** the first lecture to check room setup, **not on the morning of the lecture.**

Dr Mark Deakin: Hotel room; mark@petrophysics.net or SMS 61 416 058 916

In-house and Public courses: Number of Manuals to make = Number of Students + 2. 1 spare and 1 for Instructor. Please take all copies to the lecture room ready for Room Set up as below

Email mark@petrophysics.net (+61 416 058 916) the name, phone, mobile and email of individual who will setup the lecture room on the Friday before lectures and who is available 0730-1600h for audio-visual support.

If paper original were supplied leave the Course Manual Originals with the course manuals in the lecture room. If files were supplied **permanently delete** all files before the third day of the course.

Lecture Room Setup

-- PLEASE PRINT FOR SETUP --

1. **An HDMI PC projector** on a large table at least 1 x 2m, with space for instructor's manual etc. If the projector is VGA it must have a PC audio cable for movie sound. Large Projector screen
2. **Wireless lapel microphone, receiver and speakers**
3. **Power supply for laptops for each student and for Instructor's desk**, and projector.
4. **LARGE WHITEBOARD** (1.2 x 0.8m) with 4 erasable pens: Black, Red, Green and Blue and Eraser. **If a whiteboard is not available use 2 flipcharts.**
5. Classroom style parallel rows of desks and chairs or boardroom style table if numbers allow. Each student needs at least **1.3m x 1.0m (full width) desk space. Please do not use narrow tables!**
6. One large 2m desk for Instructor, near screen at an angle facing class with chair.
7. TALL Bar Stool for Instructor
8. Red laser pointer. 1x AA and 2x AAA spare batteries
9. At each student desk place one place: Manual, Calculator, Squared paper, Ruler, Pen, 2B Pencil, Eraser. Place folded A4 printed name cards on table at entrance.
10. Water on table **at back of class not on desks** (damages computers!). **No water, sweets etc on tables.**
11. Sign(s) in hotel lobby directing students to room **on the evening before** the lecture, or by 0630h: select one:

IPRC "Integrated Petrophysics for Reservoir Characterisation" Dr Mark Deakin, 0800-1600h

IPCFR "Carbonate and Fracture Petrophysics" Dr Mark Deakin, 0800-1600h

IPRC COURSE HOURS

5 Days: Monday - Friday

0800 - 0930 Lectures

0930 - 0945 Coffee Break 1 (Snacks)

0945 - 1100 Lectures

1100 - 1115 Coffee Break 2

1115 - 1200 Practical

1200 - 1315 Lunch (supplied by host)

1315 - 1430 Lectures (Friday 1500 END)

1430 - 1445 Coffee Break 3

1445 - 1600 Practical

IPCFR COURSE HOURS

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1200 - 1315 Lunch (supplied by host)

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1445 - 1600 Practical

END