



TECHCAMPS

Venue Requirements

Thank you for your interest in hosting a TechCamp! Here are recommendations for the perfect TechCamp venue.

TechCamp Venue Checklist

- **Main Room**
 - Should be big enough to hold 125-150 people. **Should have easy accessibility to 8-12 breakout rooms.**
 - Good quality WiFi internet access - multiple access points that can serve 80-100 simultaneous users.
 - Cocktail tables for the speed-geeking session. Number of cocktail tables depend on the technology trainer count – generally between 8 to 12.
 - Stackable chairs for seating all participants. Stackable chairs preferred to stadium seating to allow room for fluid movement and reconfiguration between sessions.
 - Registration area/table – for signing in participants at the start of each day.
 - Lunch/coffee area. Lunch provided both days, and coffee (and/or tea) should be available all day – for both days. Multiple coffee/lunch stations (and buffet style lunch) preferred – for time considerations.
- **Break-out Area/Room**
 - Need 8-12 breakout areas/rooms – depending on the number of training sessions. The size of the breakout areas/rooms can vary. The participants self-select a session of their choice and then disperse to a particular break area/room for participating in that respective breakout session. Some sessions may have 3 people, while another has 15. Ideally, there should be several spaces that can accommodate up to 15 people.
 - Breakout areas/rooms need to be properly numbered for visual identification. In multi-level spaces, consider having volunteers posted to give directions
 - We can creatively use the main room/space (corners etc) and create a few breakout areas for supplementing the available breakout rooms.
 - Break-out rooms and main room should be in the same building and easily accessible to one another
- **Equipment - for Main Room**
 - The PA system – 2 wireless microphones, speakers and a full-time technician for both days.
 - Need a projector and screen in the main room that can hook up to both mac and windows laptop. Check the sound with video playing on the main screen/projector.
 - Extension cords (for plugging in laptops and other electronic equipment) wherever required.
 - Check the possibility of playing music (during breaks).
- **Equipment - for Breakout Room**





- Chairs, projectors and screens (or monitors that are ≥ 20 inches), flipcharts (or boards) with markers in each of the breakout areas/rooms.
- Appropriate connectors (for connecting laptops to the monitors/projectors) in each breakout area/space. Make sure to have a few on-hand that can convert for a Mac computer.
- Extension cords (for plugging in laptops and other electronic equipment) wherever required.
- **Logistical/Technical Needs**
 - Two sets of laminated number signs to match the total number of speed-geeking stations.
 - Two laminated signs – one saying “Agree” and the other saying “Disagree” – for the ice-breaker session. Recommended size – 11 x 17 inches.
 - These will be held by trainers as they introduce their training topics. Example – “If you are interested in learning about social media, please join group 1.” Recommended size – 11 x 17 inches.
 - Video filming – Need a videographer to record various segments and interviews on both days, and for editing/creating a TechCamp highlights video after the TechCamp. Helpful to have a volunteer accompany the videographer to interview participants about the solutions they discover at TechCamp.
 - Still photography – Need someone assigned to take pictures throughout the event.
 - Nametags, agendas and welcome packet for distribution at the registration table.
 - Tape to provide a means of creating a line on the floor for the ice-breaker session.
 - A bell for the “speed-geeking” session. IIP team brings the bell. However, we are also open to other means of creating sounds between each speed-geeking session to signal a rotation (a drum, music, a chime – anything that helps grab a crowd’s attention in a noisy environment).
 - WiFi password & agreed-upon Twitter hashtag (#TechCamp) – either printed on nametags or displayed at the venue.
 - TechCamp posters/banners (3 to 4 – depending on the requirement / venue layout) to be placed at the venue. Posters/banners are not generic, but are specific to each TechCamp.
- **Other Requirements**
 - Interpreters (if applicable) – number needed will depend on the availability of interpretation equipment- generally one per non-language speaking international trainer (interpreters can also be volunteers- think FLEX program/other USG alumni, students, etc)
 - Volunteers – Identify volunteers and assign them roles prior to the TechCamp. Volunteer tasks include:
 - manning registration table, encouraging timely rotation during speed-geeking, escorting participants to breakout areas/rooms, still photography, social media, etc.
 - Apart from the embassy/consulate staff, and/or local implementation partner personnel, we suggest inviting local youth (from universities, colleges, social organizations, USG program alumni etc.) to volunteer at the TechCamp.

You may always reach us at TechCamp@state.gov with any questions or needs. We are happy to be working with you and look forward to a productive collaboration.

