

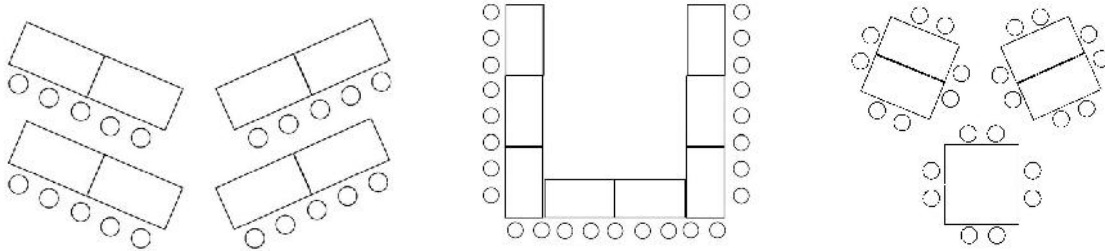
ICAM LEAD INVESTIGATION

ROOM REQUIREMENTS

We require the following facilities:

Day 1: One conference room set up in u-shape or herringbone layout

Day 2 : One conference and one-two breakout areas/rooms set up in cafe layout



EQUIPMENT REQUIREMENTS

Large screen

Whiteboard

4 flip charts (one each for breakout group)

Stationery (pencils, paper, 10 post-it notes pads, poster putty pack, markers)
(Safety Wise will supply the data projector)

CATERING REQUIREMENTS

Tea and coffee on arrival

Morning tea

Lunch (working lunch)