Venue & Room Layout

The right room setup helps people connect, participate and get more from the session. Darren uses the whole presentation space, so clear sightlines, room to move and easy access to his laptop are important. Please use the guide below for your event format. If your venue has a fixed layout or space limitations, let the INK team know beforehand so we can adapt.

FOR EVERY ROOM

• Darren's laptop must be located at the front of the room on a stable table or stand, with mains power and connection to the venue's display and sound systems.
• Please provide drinking water within easy reach of the presentation area.
• Everyone should have a clear view of Darren and the screen.
• Keep the presentation area and walkways clear, with cables secured.
• Have handouts ready for distribution at the start of the session, with pens available.
• Provide comfortable lighting so participants can see the presentation and write notes.

KEYNOTE / STADIUM STYLE

For conferences, large audiences and keynote presentations

Theatre-style seating facing the stage works well. Keep the audience reasonably close to the presentation area, with clear aisles that allow Darren to connect with different parts of the room. Allow an open stage area rather than positioning Darren behind a lectern. His laptop should be at the front, accessible without obstructing the audience's view. For larger venues, screens must be sized and positioned for people seated at the back and sides. A confidence monitor is helpful where available.

SEMINAR ROOM

For training sessions, workshops and audience activities

Round tables seating eight to ten people encourage discussion and group activities. Cabaret-style seating is preferred where possible, leaving the side facing the screen clear so participants do not need to turn around. For sessions with more individual written work, classroom-style tables are also suitable. Leave clear walkways between tables so Darren can move through the room. Position his laptop at the front, with space nearby for a whiteboard or flipchart where required.

EXECUTIVE U-SHAPED ROOM

For leadership teams, planning sessions and focused discussion

Arrange tables in a U shape, with the open end facing Darren and the screen. Everyone should be able to see one another, supporting conversation and shared decision-making.

Venue & Room Layout

Keep the centre of the U clear so Darren can move and engage with the group. Place his laptop on a separate table at the open end, positioned so it does not create a barrier between him and participants. Allow space for a whiteboard or flipchart.

RETREAT-STYLE VENUE

For deeper discussion, reflection and team connection

A relaxed setting works well, provided it still supports focused participation. Comfortable chairs arranged in a semicircle, or small table groups facing the presentation area, give people space to connect. Choose a quiet room with reliable power, manageable natural light and a screen everyone can see. Provide writing surfaces for activities and keep Darren's laptop on a stable table at the front. If outdoor activities are planned, please agree these beforehand and have a suitable indoor option available.

BEFORE THE DAY

Please share your proposed room layout or venue photos with the INK team before finalising the setup. We'll confirm any adjustments needed for your audience, activities and presentation.

A welcoming room, a clear view and space to get involved—that's a great start.