

Points to Consider when Selecting a Facility

As soon as possible, please reserve your facility and necessary equipment. Ideally, request that you can set up the afternoon before the event.

To be able to conduct Odyssey, your facility must have or provide for these items:

Room to seat or hold a targeted number of people (suggest a minimum of 100)

- Restroom facilities
- Space for exhibits or literature
- Space for registration
- Access to public phone
- Parking (or transportation to and from parking)
- If outside—shelter or tent for sun or rain
- Tables and chairs for exhibitors, attendees, and other participants
- Access to electricity - check for correct voltage
- Fire/safety equipment
- AV and video equipment/system
- ADA accessibility
- Security
- Adequate source of lighting (ability to control idea)
- Adequate acoustics or sound control

It is extremely important that the facility has:

- a hotel nearby
- an area to serve food
- space for “ride-and-drives”
- space for cars
- space for special designated areas such as hospitality, press, and smoking

It is good if the facility has:

- Air conditioning/heating for tents
- Easy access to tour your facility
- Satellite/Internet access
- Refueling/recharging station
- On-site kitchen facilities