

# Catering, Room and Material for the Next Meeting

*Items (3. – 11.) can be supplied by us*

*or ordered at [www.neuland.eu](http://www.neuland.eu)*

1. **Coffee, tea, water and fruit** continuously available about 15 minutes before the official beginning until the end of the meeting
2. **Large Room** that can accommodate all participants sitting in a half-circle in front of the meeting boards as well as enough space to move around the room and form small break out groups. Enough **chairs** to accommodate everyone and for breakout spaces, two large tables (one for the catering, the other for the material)
3. **Posters / flips** from the Open Space and the mindmap from the Planning Meeting to recall memories
4. **10 Meeting Boards** (for the type of meeting boards we use, have a look at “Pin Point” at [www.stange-design.de](http://www.stange-design.de) or “Pinwand” at [www.neuland.eu](http://www.neuland.eu))
5. **20 sheets of meeting board paper** (preferably beige to cover the meeting boards)
6. **30 plain sheets of flip chart paper** (preferably non-ruled, without squares)
7. **6 pin cushions & 300 pins** (shaft 15mm, head 6mm)
8. **Black fineliners** in the number of participants (plus 10 additional ones)
9. **20 Black felt tip markers** with a broad wedge-shaped tip (Neuland No1)
10. **1 felt tip marker** with a broad wedge-shaped tip (Neuland No1) of each color: **red, blue, green**
11. **One roll of Tesakrepp tape** (30 mm wide, Tesakrepp Nr. 4322) or Scotch Blue Tape

## **Will be supplied by the team:**

- Flipchart poster with the agenda for the Next Meeting
- A4 „next step“ forms
- Law of two feet poster
- 1 set of temple bells