



VENUE ARRANGEMENTS

No	Item
01	Projector & Screen
02	Extension Cord
03	Converter / Adapter – HDMI/VGA (for Macbook/iPad/Windows)
04	White Board / White Board and Markers
05	Tables & Chairs (max participant)
06	Airconditioned & well-lit (White florescent light)
07	High Speed Internet
08	Tables & Chairs (max participant)
09	Airconditioned & well-lit (White florescent light)
10	Water / Shower room and Locker

Course-specific setup requirements may vary, as certain courses require additional equipment, materials, or facility arrangements. A detailed list of requirements will be provided upon enquiry and confirmed before the course. It is the responsibility of the host facility to ensure that all required items and arrangements are prepared and in place by the agreed course confirmation date. While these requirements differ from course to course, each program has its own minimum standards and essential resources necessary for effective delivery.

The requirements outlined in this document represent the basic venue standards expected for hosting an FEA Academy course. Should the host require assistance with sourcing or arranging specific items, FEA Academy Maldives will provide support and guidance where possible. However, the final responsibility for ensuring that all required equipment, materials, and venue arrangements are available remains with the host facility.