

## QualityCore Professional Development

Presentation support materials provided by the client if held at their location

Please provide refreshments for breakfast and an afternoon snack.

### For each room please provide:

- ELMO/Visualizer (modern opaque projector)
- LCD and SPEAKERS
- Screen
- Internet access
- Sign-in sheets
- Post-It notes
- Post-it tabs (small, colored)
- Pens
- Highlighters
- Markers (1-2 per participant and on each table)
- Chart stands (2)
- Chart paper (2-3 pads per room). If Post-It brand is not available, several rolls of masking tape will be needed
- 4 x 6 index cards (1-2 packages or 4 per participant per room)
- 5 x 7 'stoplight' colored index cards (each participant should have 1 yellow, 1 green, and 1 pink)
- White copy paper (30 sheets per room to use with ELMO)

### Each participant should bring:

- Course syllabus
- Textbook and/or anthology
- Student assignment
- Laptop or access to computer (recommended for participants in day three of the Five-Day Professional Development)

[www.act.org/qualitycore](http://www.act.org/qualitycore)