



Room and Audio-Visual Suggestions

To help ensure that our program presentation meets your expectations and provides the ultimate benefit of your audience, please review the A/V requests below and let us know if there are any challenges. We are flexible and will work with your A/V capabilities and/or your technicians to maximize the effectiveness of the platform or presentation environment.

Equipment:

- Wireless lavalier (tie clip) preferred or hand held microphone
- Digital projector AV for Power Point presentations and DVD/CD Player
- Overhead projector (depending on workshop)
- Screen

Room Set-up Environment:

- Podium for keynote speeches
- Small table for presenter at front of room
- If the room has any spotlights, please aim them for a general wash of the front of the stage.
- Dim the lighting on the screens but keep the house lights up full.
- The actual room temperature should be somewhere between 68-72 degrees Fahrenheit.
- Table and seating arrangements will vary depending on workshop being presented

Recording of presentation:

- The material to be presented is protected by copyright, fees for audio and/or videotaping rights will be provided upon request.

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