

ROOM & AV SETUP

Appropriate room setup can make a big difference in your event's success. Here are some tips and supplies that have been useful for events in the past. Using these suggestions will contribute to participants' enjoyment and engagement. If you have any questions or special needs, please call Claire toll free at 877-833-3552 and she will be happy to assist you personally.

SUPPLIES FOR KEYNOTE PRESENTATIONS:

- Wireless clip-on microphone with fresh batteries
- Projector with wireless remote
- Projection screen
- Audio patch for video sound
- Backup PC laptop
- Long power cord & power strip
- Seating: round or crescent round tables or theatre seating
- Full house lights
- Plenty of stage room

SUPPLIES FOR SEMINARS OR BREAKOUT SESSIONS:

- Wireless clip-on microphone with fresh batteries (if more than 50 attendees)
- Projector with wireless remote
- Projection screen
- Audio patch for video sound
- Backup PC laptop
- Long power cord & power strip
- Seating: round or rectangle tables that seat 4-6 to facilitate small group discussion; writing surface a must
- Chart paper with markers

Note: Greg will bring his presentation loaded on a PC laptop. Laptop must stay on stage throughout the presentation. Please adjust A/V setup to allow.

TIPS:

1. Use extra light sources for the presenter. Studies show that when the presenter's lighting is brighter than that of the audience, participants are less distracted and hear more of the presentation.
2. In large rooms, use additional audio speakers throughout the audience space.
3. Using your own sound system instead of the speakers mounted in the ceiling will result in a much higher-quality sound.
4. Check for any visual obstructions (poles, buffet tables, etc.).
5. Set the room for the expected number of participants. Presentations are received better when the room is filled to capacity.
6. In rectangular rooms, place the stage in the middle of the long wall when possible – a wider audience is better.
7. Keep the front row close (as near as six feet to the stage is appropriate).
8. Ask participants to turn off or silence pagers, phones, or other disruptions.