

Room Set Up

Please share this page with the AV/Room Set-up Coordinator

Terry uses Powerpoint or Keynote software for her slides. She also uses flip charts and various types of visuals to emphasize the main points. The suggested set up below will create the best experience for your audience. If the presentation is outside of the U.S. let's have a conversation to discuss the requirements and changes to the list below. Please provide on-site audio/visual support to troubleshoot before and during the presentation. Thank you!

Visuals:

- LCD Projector (minimum 2000 lumens) or large TV/monitor with HDMI cord
- Screen (8' or larger, the larger the audience, the larger the screen) placed on a riser in the right corner of the room from the audience's perspective (AVOID putting the screen in the front center stage.)
- Any lights directly over the screen must be darkened during the presentation. If necessary please loosen the light bulbs or remove them.
- A copy of the presentation will be emailed to the organizer. It will also be on Terry's laptop and on a thumb drive to be used in your in-house computer projection system.
- If sound or video are integrated in your program WIFI access may be needed.
- The presentation laptop (usually Terry's laptop) must be visible from the stage.
- Terry will bring her own clicker to move slides. If your system requires it's own clicker please notify us.

Room Set Up

- For audiences over 50 participants - please provide a riser so everyone can easily see Terry and the presentation.
- Please place two small skirted cocktail rounds or a 6' table on stage for the laptop, materials, props and water. Remove all else from the stage (head table, podium, etc).
- If the podium is needed for announcements and cannot be removed before program, please place it in the back corner to give access to the entire stage.
- Please provide two tall chairs. (Bar stools, captain chairs or tall cocktail chairs). Place in a corner of the stage.
- Extension cords (Provide as many as needed for the space)
- Please provide bottled water with a straw.
- Set audience chairs to face the longest wall (i.e. set the room wide, not narrow).
- Seat the audience as close to the stage as possible with each chair facing Terry. Allow no more than 10% open chairs.
- Please have the room fully lit especially the stage. (Turn off lights above screen)
- Please provide a 6' skirted table in the back of the room, with a stool, to place materials and to meet and greet audience members after the event.

Microphone:

- Please provide a wireless lavalier microphone with windscreen and extra batteries.

Set Up Time:

Terry will arrive at least 90 minutes before the presentation to set up equipment and the front and back of room table.

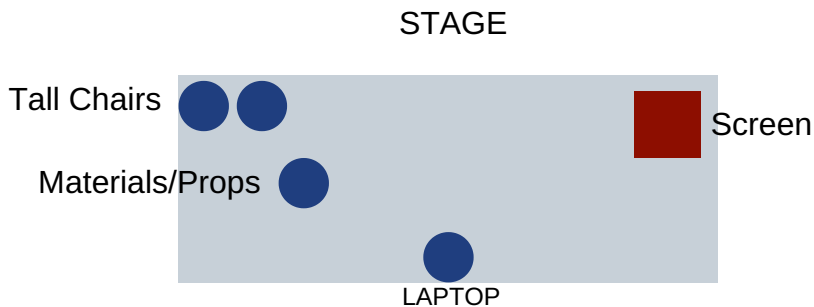
If there are multiple presenters for the event, and there is less than 30 minutes to change from one presenter to Terry, we suggest supplying a waist high AV cart so Terry can set up her equipment and wheel the cart to the front of the room. Plug in can be done in 15 minutes with strategic planning.

Handouts:

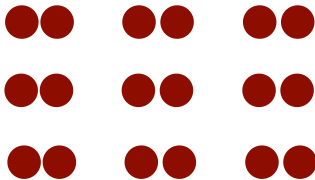
A master set of handouts will be provided for the meeting planner to duplicate. If possible please have volunteers available to pass them out, and to collect evaluations and distribute the bonus handouts at the end of Terry's presentation.

Room Set Up Diagrams

If possible please set up without a center aisle.
(please contact our office with any questions)



Classroom



Theatre

