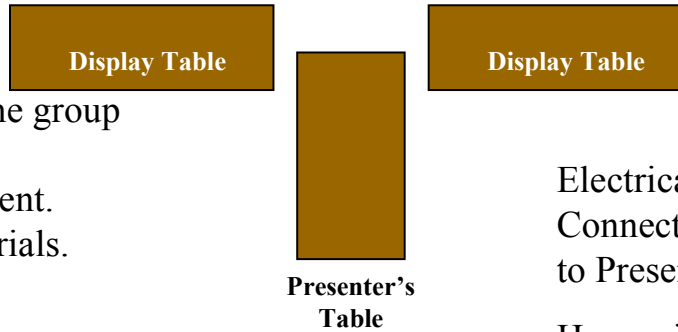


screen



Place in front of room:

Display screen adequate to the group size.
Table for presenter's equipment.
Extra tables for display materials.

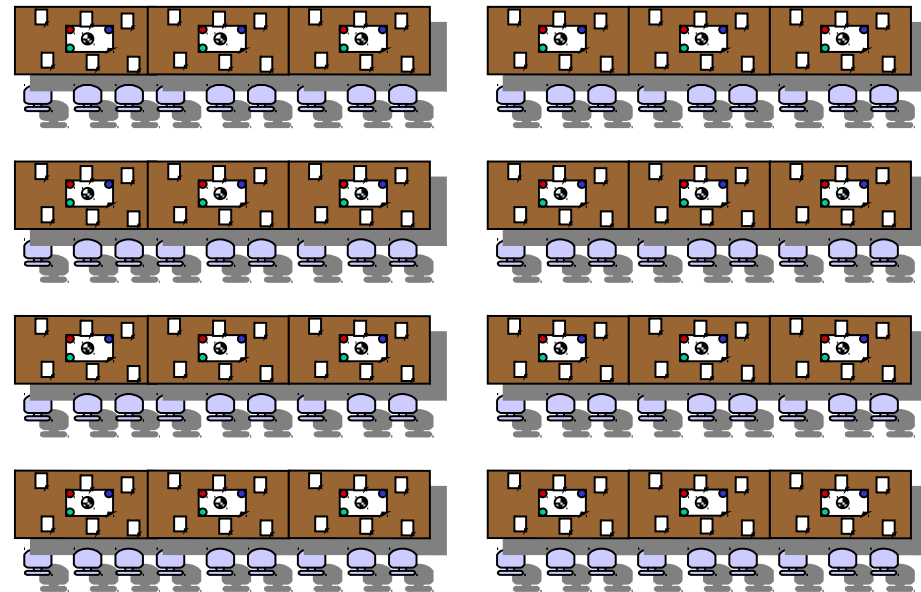
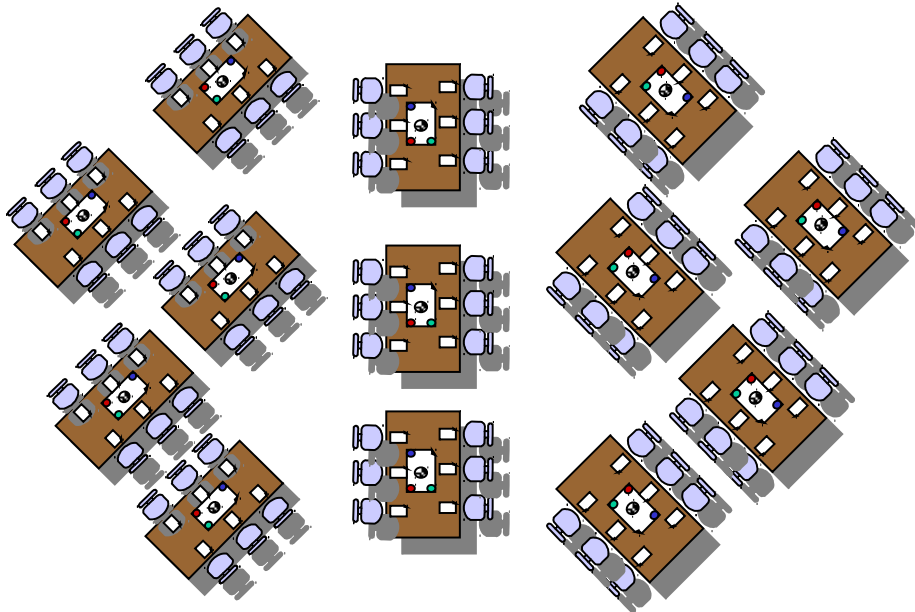


Electrical and Audio/Visual Connections should reach comfortably to Presenter's Table

Have wireless lavalier microphone, and computer audio connections, set up and ready.

Participant tables should be set up so that participants can see the front of the room clearly.

These examples offer good visibility and use of space.



Susan brings:



Windows Laptop
MS PowerPoint

LCD Projector

Apple iPod



Please have a SPARE LCD projector and Windows computer capable of displaying MS PowerPoint available as a BACKUP, in the event that Susan's equipment fails.

Client provides:



1/8" Headphone Plug



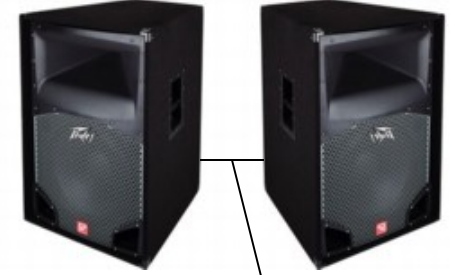
1/4" Phono Plug
(Or connection compatible with local sound system)

1/8" Headphone Plug



RCA Stereo Plugs

Note: A sound system with a WIRELESS lavalier (lavaliere) microphone is required regardless of venue or group size. Wired and/or hand-held microphones are NOT suitable substitutes.



Lavaliere
Microphone System