

screen

Place in front of room:

Display screen adequate to the group size.

Table for presenter's equipment.
Extra table for display materials.

Please place 4 bottles of water on table (12 oz each, min.)



Presenter's Table

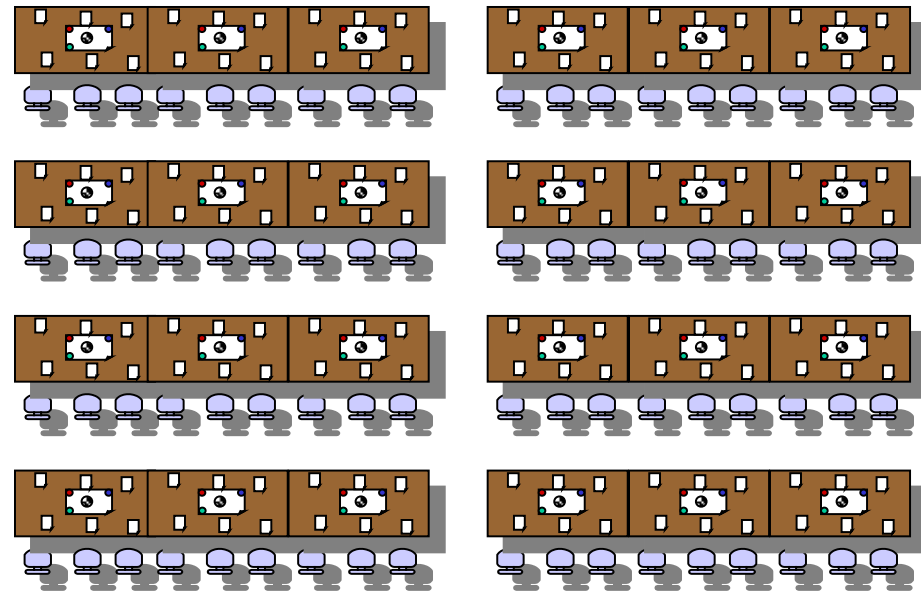
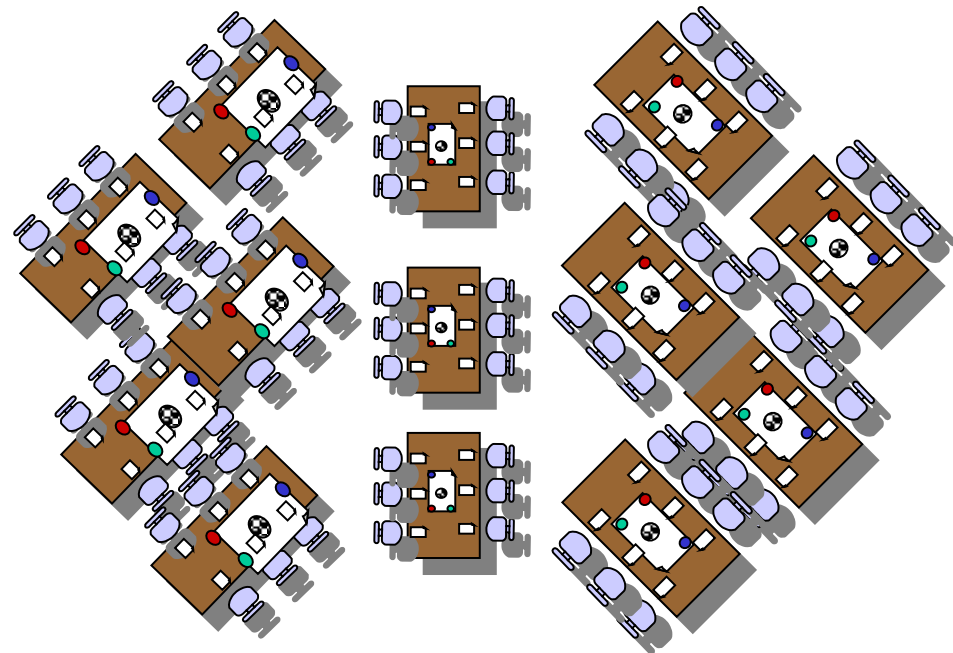
Extra / Display Table

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

Client provides:

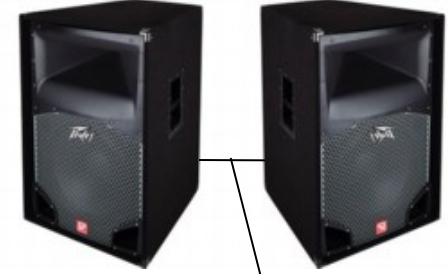


LCD Projector

1/8" Headphone Plug



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



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



Lavalier
Microphone System

Please have a SPARE LCD projector or bulb available as a BACKUP, in the event that the primary system fails.