



## **Room Set-Up and Audio/Visual Requirements**

Sandy Geroux

### **1. ROOM SET-UP**

- Please do not place the projector screen directly behind the Speaker. It may be placed slightly to one side; if there are more than 100 attendees, the room is very wide, or a riser/stage is used, two screens are recommended - one placed on either side of the Speaker. Images must be projected onto both screens to enable all attendees to see them.
- If there is a head table on the stage, please set it far enough back so the Speaker can present in front of the table. It is also a good idea to tell the people at the head table that the presentation will occur in front of them so they can move to a better seat in the audience at that time.
- If the room is set up theater-style or classroom-style, a Chevron arrangement is best.
- If classroom-style, pitchers of water and glasses must be placed on all attendee tables; if for a full-day seminar, pitchers must be refilled at the lunch break.
- If permission has been granted to offer educational tools and books after the presentation, a skirted table is needed (preferably at the front of the room, off to the side) for this purpose.
- During training seminars, a flip chart and colored markers are also required.

### **2. MICROPHONE**

- First choice: cordless headset microphone
- Second choice: cordless lavalier (lapel) microphone
- Second choice: cordless hand-held microphone
- If music will be performed, a CD player, sound mixing board and cordless hand-held microphone are needed, connected into central sound system (or to a separately mixed speaker system) so music and voice can be amplified together for the performance.

### **3. LIGHTING**

- For training seminars, the room must be well-lit so attendees can take notes and the Speaker can be easily seen, except above the projector screen(s) (if applicable)

### **4. LCD/OVERHEAD**

- If an A/V presentation is required for this particular program, an LCD projector and screen(s) are needed, as well as a skirted table to hold the computer and A/V equipment.
- Projector screen(s) should be as large as possible, placed on the front wall, but not directly behind the Speaker.

### **5. INTRODUCTION**

- Please – no ad-libbing! A good introduction will engage the audience's attention and prepare them for a great meeting. A bad introduction can ruin a good meeting. We will provide an advance copy of the introduction, as well as a second copy on the day of the meeting.

### **6. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT SANDY GEROUX AT:**

- 407-856-1188 (local Orlando) or 1-866-954-2277 (toll-free)
- 407-857-3313 (local Orlando) or 1-866-315-2277 (toll-free fax)
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**THANK YOU IN ADVANCE FOR YOUR ATTENTION TO THESE CRITICAL DETAILS  
DESIGNED TO MAKE YOUR MEETING A COMPLETE SUCCESS!**