

AUDIO-VISUAL and ROOM REQUIREMENTS

It is important to both the meeting planner and myself that your event is a resounding success, and that each presentation elicits a positive response from your audience. I always check a room upon arrival and then arrive an hour before the presentation to ensure that the room is well organized. Below are some general room requirements, which may differ dependent on each venue and situation.

Keynotes

- Lavalier microphone
- Water jug and glass
- Podium
- Introduction as provided – tailored to the event
- Some keynotes may require a 4' prop table
- If books are to be sold and autographed, an 8' table at the back of the room
- Assistance in placing props and handouts on seats
- Room seating to be discussed in advance
- Noisy air conditioners to be turned down
- An ambient room temperature, not too hot or cold to ensure participant's comfort.

Workshops and seminars

- Lavalier microphone
- Overhead projector placed on a 6' table for resource materials, centred in front
- Overhead screen placed in the centre of the wall
- Water jug and glass
- Introduction as provided – tailored to the event
- Flip chart and markers or white board and markers
- If books are to be sold and autographed, an 8' table at the back of the room
- Name tags, pens and paper for participants
- Assistance in placing handouts and props on seats
- Room seating to be discussed in advance
- Noisy air conditioners to be turned down
- An ambient room temperature, not too hot or cold to ensure participant's comfort
- Water for the participants
- Pre-organized scheduled break times.