

AV Requirements

ROOM ARRANGEMENT

The ideal room arrangement allows for all audience members to be able to see and hear Susan and see and hear her PowerPoint presentation without visual obstruction. For presentations to audiences of fewer than 200, classroom style set-up is preferable; for larger groups, auditorium seating is suggested. If rounds are used, the audience members should be positioned in a semi-circle facing the front.

STAGE

For groups that exceed 100, it is advisable to provide staging to elevate Susan so that those in the back can see her. The staging should be positioned as close to the front row of audience members as possible to create a setting that is as intimate as possible. While a podium is not necessary, please provide a small table or tray for props, notes, etc...

SOUND

Please provide a professional quality cordless lavalier with a brand new battery. A cordless hand-held mic should be readily available as a back-up. Susan's mic should not be the one used to introduce her.

AUDIO/VISUAL REQUIREMENTS

Susan will integrate a multimedia PowerPoint presentation into this program, and she will bring her own laptop. To assure success for her media, please provide the following:

LAPTOP/MONITOR

Because of the imbedded graphics, video, and fonts, Susan's presentation must run from her laptop computer, and will not be transferred to a house laptop. Because this presentation moves so quickly, Susan needs to be in full control of her laptop, so it does not work to hand Susan a 'pickle' device to signal a technician to advance Susan's slides for her. Susan's laptop will require three connections: 1) a secure VGA connection to the projector(s); 2) a mini-plug sound port connection to the mixing board of the house sound system for audio; and 3) a power strip

SCREEN

In larger rooms, Susan asks that a screen be positioned slightly off the center of the stage so she is not walking between the beam of the projector and the screen. In smaller rooms, a video screen will need to be positioned in the front corner of the room (in a corner where there are no entry doors). The screen should be positioned so that all audience members can view it. Please exercise care that no direct light is upon the screen—if lights above it cannot be dimmed, please see that they are disconnected.

PROJECTOR and WIRELESS REMOTE DEVICE

Susan will need a video/data projector to interface with her laptop computer. This should be a late model projector (minimum 1024x768 VGA resolution with at least 1200 ansi-lumens) bright enough to be seen on the screen without dimming the room lights. The projector should be positioned on an A/V cart aimed at the screen with the three connections described above available to it.

LIGHTING

The room needs to be fully lit to maintain a high energy level in the audience. Again, unless the projector is extremely bright, please ensure no direct light is reflected on the screen. Stage may be lit from end to end. Please do not use a follow spotlight.

HANDOUTS/WORKSHEETS

When appropriate, Susan will send a master handout/worksheet to be duplicated for all program participants prior to the presentation. Susan asks that these not be distributed to the audience before her program.