Kelley Training Systems, Inc.
Empowering the Human Spirit

AUDIO / VISUAL AND ROOM SETUP – LARGE GROUPS

The room setup can make even the greatest presentation seem ineffective. To help ensure that Doug's presentation meets your expectations, please review the following A/V and Room Setup requests. Let Doug know if there are any challenges. Doug is flexible and will work with you to maximize the effectiveness of your room setup.

IMPORTANT: Doug needs access to the meeting room at least one hour prior to meeting start time.

EQUIPMENT

EQUIPMENT NEEDED:
- Projection Screen (at least 8' x 8', the larger the better)
- Power Strip and Extension Cord
- Bar Stool
- Sound Patch to House (if group is larger than 40 people, or if audience is spread out over a large area)
- Waste baskets
- 6' skirted table for LCD project (see diagram below)
- 6' skirted table for registration preferably located just inside meeting room door

SPEAKER WILL SUPPLY:
- LCD Projector
- Laptop
- Lavaliere Microphone
- Name Tags (if necessary)

ROOM SETUP: WORKSHOPS AND SEMINARS

FOR ATTENDANCE UNDER 12:
- See the Room Setup Form for Small Groups at http://www.dougkelley.com/seminars/avroom-sm.pdf.

FOR ATTENDANCE LARGER THAN 12
- The room should be setup in a chevron or classroom style as shown in the diagram below.
- Please allow at least 5 feet of space between speaker's table and audience.
- *IMPORTANT!* Please make sure **ADEQUATE SPACE** is provided between tables for attendee's comfort and any interactive exercises during program.
- **No lectern is required.**
- If group is more than 80, please used a raised platform, as noted in the next section.

NOTE: If group attendance is more than 100, please set the room to theater style as described in next section.

ROOM SETUP: KEYNOTES

- The room can be setup in classroom, theater, or rounds style per your preference. If rounds are used, please make sure all seats face the stage.
- If group is more than 80, please provide a raised platform stage that will accommodate the projector table and bar stool. Steps should be in front-center. Please allow at least 5 feet of space between the stage and audience
- **No lectern is required.** If others use a lectern, please make sure it is located toward the back of the stage. Doug moves around the stage in front of the lectern.

ROOM ENVIRONMENT

- Please dim (or unscrew) the lights in front of the screen, but keep the main room lights at full brightness.
- A cold or hot room can spoil a presentation. Therefore, please set the room temperature to around 68 – 70 degrees Fahrenheit in summer, and 70 –72 in winter.

A/V and Room Setup

For Groups Larger Than12

The room should be setup in a Chevron or Classroom style as shown below. Please make sure **ADEQUATE SPACE** is provided between tables for attendee's comfort and any interactive exercises during program. **No lectern is required.** **NOTE:** If group is more than 80, please provide a raised platform stage that will accommodate the projector table and flipchart. Steps should be in front-center.

PLEASE SET ROOM UP WIDE, RATHER THAN DEEP

| MINIMUM 8'X 8' PROJECTOR SCREEN |

6' SKIRTED TABLE

ICE WATER PITCHER

BAR STOOL

POWER STRIP

Raised Platform if necessary

4'

AT LEAST 5' BETWEEN AUDIENCE AND SPEAKER

5'

PLEASE ALLOW GENEROUS SPACE BETWEEN TABLES!

| CLASSROOM TABLES / CHAIRS | CLASSROOM TABLES / CHAIRS |

| CLASSROOM TABLES / CHAIRS | CLASSROOM TABLES / CHAIRS |

| CLASSROOM TABLES / CHAIRS | CLASSROOM TABLES / CHAIRS |

6' SKIRTED TABLE / 2 CHAIRS

Event: Location:

Room: Date: Time: