

AUDIO / VISUAL AND ROOM SETUP - SMALL 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

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- Projection Screen (at least 8' x 8', the larger the better)
- Power Strip and Extension Cord
- Bar Stool
- 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
- Lavalier Microphone
- Name Tags (if necessary)

ROOM SETUP: WORKSHOPS AND SEMINARS

FOR ATTENDANCE UNDER 12:

- The room should be setup in a "U" configuration as shown in the diagram below.
- Please allow at least 5 feet of space between speaker's table and audience.
- No lectern is required.

FOR ATTENDANCE FROM 12 AND HIGHER

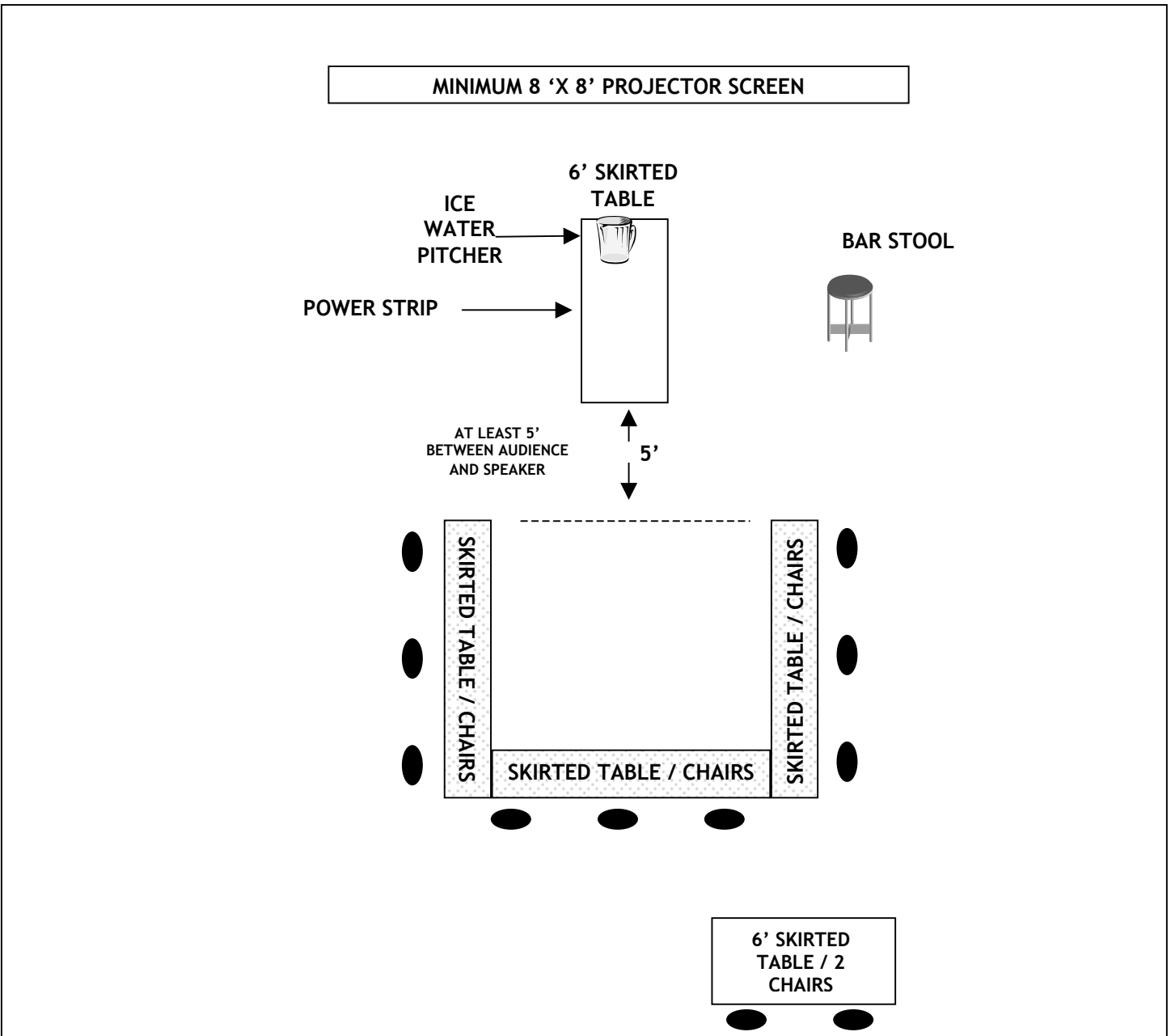
- See the Room Setup Form for Large Groups at <http://www.dougkelley.com/seminars/avroom-lg.pdf>.

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 of 12 or Less

The room should be setup in a “U” configuration as shown below. No lectern is required. Please allow adequate space between speaker’s table and audience.



Event:

Location:

Room:

Date:

Time: