

# Audio Visual and Set-Up Requirements

We are happy to provide you with the following set-up requirements to assist you in planning for a successful meeting. Please feel free to contact our office if we can answer any questions or be of assistance

## AUDIO/VIDEO

- Cordless lavalier microphone with spare battery
- LCD projector which interfaces with Apple Mac Book Pro computer using Microsoft Office PowerPoint for slide presentation
- Remote advance
- A single projection screen optimally placed for audience viewing based on the room
- Light near the screen that can be turned down so they do not wash out images on screen

## SPEAKER

- Small cocktail round or small rectangular table at left of center (near Dr. Black) for speech notes and laptop
- A barstool or captain's chair next to the table
- Small rectangular table near door for giveaways
- Water, either a pitcher or bottled

## SEATING

1st choice:

Classroom style style, either chevron or straight arrangement with tables to write on.

2nd choice:

Lecture style

