

AUDIO VISUAL AND SET-UP REQUIREMENTS



ORGANIZATION: _____

MEETING DATE: _____

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

AUDIO/VIDEO

- Cordless lavalier microphone (and spare battery) compatible with a Countryman headset (which I provide)
- LCD projector which interfaces with an ASUS laptop computer using Microsoft Office PowerPoint for slide presentations
- Remote advance
- Audio feed from laptop through the house speakers
- A single projection screen optimally placed for audience viewing based upon the room
- Can lights near the screen should be turned off, or bulbs removed, to avoid washing out clinical slides

SPEAKER

- Small rectangular table on the floor (appropriately powered and cabled) to hold laptop and speaker notes
- Water, either bottled or in a pitcher

SEATING

- 1st choice: classroom style
- 2nd choice: lecture style

