



Audio Visual & Setup

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 feel free to contact our office if we can answer any questions or be of assistance.

AUDIO/VIDEO

- Cordless lavalier microphone with spare battery.
- Hand-held, cordless microphone for audience participation
- Projector which interfaces with Dell XPS laptop computer using IBM Compatible Microsoft Office PowerPoint slide presentation.
- Audio Feed from laptop through house speakers
- Projection screen located at front left corner of the room

SPEAKER

- Captain's chair or tall barstool at front of room.
- **Katherine does not use a podium.** Instead, she prefers a small cocktail round or small rectangular table at front center of room (near Katherine) for demonstration items, speech notes, and laptop (preferably on floor level – *not on riser*).
- Small rectangular table near door for giveaways.
- Post-It self-stick easel pad (20" x 23"), easel and flip chart markers.
- Cold water pitcher and a glass. If possible, hot water and cup.

SEATING

1st choice:

Crescent rounds (60" rounds, seating 4 to a table facing forward)

2nd choice:

Classroom style (tables to write on); set up in a chevron formation

3rd choice:

Lecture style

*Let Katherine's
Solid and Upbeat
Presentations
Make Your Next Meeting
a HIT!*



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