



## **ROOM SETUP AND AUDIO/VISUAL**

### **KEYNOTE STYLE ADDRESS**

#### **Wireless Lavalier (Lapel) Microphone**

- With back-up microphone on or near podium
- Hooked into house sound system or amp and speakers
- One (1) Bottle Water

#### **Seating Preference**

- Round tables (for groups less than 200)
- Theater or classroom (for groups over 200)

#### **A/V Technician Needed**

- One hour prior for review of sequencing and mic check
- 15 minutes prior to presentation
- During presentation for audiences of 150 or more

### **WORKSHOPS**

- Wireless Lavalier (Lapel) mic
- Backup Mic on or near podium
- Classroom style seating
- One (1) bottle of water
- Flipchart or whiteboard with markers