

# AUDIO VISUAL AND SET-UP REQUIREMENTS



ORGANIZATION:

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MEETING DATE:

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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

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- Cordless lavalier microphone (and spare battery) compatible with a Countryman headset (which I provide)
- LCD projector which interfaces with an DELL 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
- Please turn off lights near the screen (or remove bulbs) to avoid washing out clinical slides

## SPEAKER

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

## SEATING

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

