

Audio Visual and Room Set-Up Preferences for KEYNOTES

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Speaker • Author • Consultant



KEYNOTE Set-Up Preferences. Please provide:

MICROPHONE. A UHF wireless (no cord) lavalier (lapel) microphone (Shure preferred). Laura will use her own CountryMan earpiece with your transmitter pack.

SCREEN. Large screen(s) – as large as possible! Please use two screens if they aren't large enough for all attendees to view small text (such as Microsoft Outlook).

LCD PROJECTOR. A powerful LCD projector(s) for PowerPoint and video. Please set the projector to the side of the stage, not on it or behind it. (If you project on the stage, the light will shine in Laura's face while she walks on stage).

LAPTOP. Laura will use her own laptop and has a remote to run her PowerPoint slides. She will plug her laptop into your LCD projector. She will bring a thumb drive as a backup.

CABLING. An extra-long cable, to be run from the LCD projector all the way up to the stage to connect to Laura's laptop. Laura must be able to TOUCH her laptop to run and switch software programs during the presentation; she doesn't simply use a remote.

Room Set-Up

PODIUM. If a podium has been ordered for announcements and introductions, Laura will place her laptop there. If no podium is available, a small cocktail round or podium should be placed on stage for Laura's laptop and notes.

RISERS/STAGE. Please order risers or a stage for Laura to stand on if there are over 40 participants (so everyone can see her). Laura is a "wanderer" and doesn't speak from behind the podium. Remove everything else from the stage (head table, chairs, etc.). Decorations and plants are just fine.

PRODUCT TABLE. Please place a 6-foot skirted product table in the back of the room or off to one side for book sales (if applicable at the conclusion of the presentation).

SEATING. If Laura's keynote is less than 60 minutes, theatre style is fine (chevron layout preferred). If her presentation is over 60 minutes, tables are requested for comfort, set in classroom style or rounds.

Miscellaneous

LIGHTS. House lights should be up full, even if the screen looks slightly dimmer. Laura loves energy!

WATER. Please have a pitcher of room temperature water and a glass (or water bottles) available for Laura.

TEMPERATURE. No colder than 70 degrees, please.

