

Presentation Setup & AV Requirements

The following parameters for setting up your event space will improve the quality of experience for all event participants. These guidelines will enhance Eric's rapport with his audience - they are not requirements but rather are provided to help event planners identify and coordinate resources.

- Use your own speaker sound system, rather than the speakers in the room ceiling. You will get much higher quality sound.
- Stage size: suggested minimum - 16 feet deep and 18 feet long with no podium
- Use speakers in the front, middle and rear of the audience.
- If recording, put microphones in the audience to pick up audience response. (request audio and video recording fees)
- Use additional light sources for the presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
- Keep the front row as close to the stage as is comfortable, about six feet away where possible.
- Do not over set the room. If you are planning on 300 people, set the room for 300 (or fewer), not 350. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
- If the room is rectangular, set the stage area in the middle of the long wall not on the short end. It is better to have an audience wide than deep.
- Use a dark backdrop -- the face of the presenter is accentuated against it.
- Use music in your program.
- Use image magnification where appropriate.

A/V Preference - (Keynote)

- Wireless clip-on microphone
- Plenty of stage room
- Theater-style seating -- full house lights
- CD player / data projector and screen

A/V Preference - (Break Out Sessions)

- Wireless clip-on microphone
- Overhead projector on a six-foot table
- Classroom-style seating
- Table for session participants

Personal Requirements

- Two bottles of cold bottled water
- One pot of hot tea with lemon 20 minutes before the presentation
- Access to a green room or quiet area pre-presentation

