



Creating workplaces where people want to be

AUDIO / VISUAL REQUIREMENTS FOR BETH HENRY

Wireless Lavalier Microphone

Please have a lavalier microphone with fresh batteries available. If possible, have a handheld microphone available for back up.

LCD/DLP projector with laptop running PowerPoint 2003 or 2007 and USB remote

Beth will bring her presentation on a USB flash drive and CD. Please have the projector and laptop set up one hour prior to the start of the presentation. Please have flip chart on easel and markers available, except for keynotes.

Seating Preference

Beth prefers theater or classroom style seating for conference presentations. For workshops and seminars please seat 4-6 at tables.

Sound Check

Beth typically arrives to the meeting room one hour before the presentation for A/V check. It is requested that someone be present during the first 5 minutes of the presentation to double check that things are working properly.

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AV Requirements cont.

Things You Should Consider:

Depending on the venue, having your own sound system is much better than the house system. You will get better sound quality. When it comes to having a highly successful meeting, everything counts. Yes, even the quality of sound counts. It's the little things that make a big difference.

Make sure that the stage and the audience are well lit. Proper lighting conveys energy and a positive mood.

Use a dark background. It will eliminate distractions and help the speaker stand out. As a result, audiences tend to pay more attention and listen better.

Do not put too wide of a gap between the speaker and the audience. That tends to diminish the speaker's ability to really connect with the audience. We suggest that you keep the distance within 4 to 7 feet.

Standing room is better than empty chairs. It raises the energy level. It is best to have enough seats for your expected attendance than to have rows of chairs empty. Think of it this way, you want people to walk away saying "the room was packed with standing room only." That is much better than "attendance was low."

If you have any questions, please feel free to contact Beth at 716-884-4942 or email bhenry@generationworks.com.

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