

Room & AV Set-Up for Eddie Miller

Eddie's goal is to provide you with an *Experience of Excellence!*

Below are some ideas that will add to the quality of your meeting. Please keep in mind that although they are not required, using these principles can enhance positive, enthusiastic responses from the audience. If you have any questions, please call 800 791 6076.

- **Microphone:** A wireless Lavalier Microphone (one that clips on the lapel) is preferred; however, a wireless hand-held or corded lavalier or hand-held is satisfactory. If corded, please make sure the cord has sufficient length for the speaker to walk on the stage from side to side and into the front rows of the audience. Also please make sure to have a back-up microphone available at all times.

Use your own speaker sound system, rather than the speakers in the room ceiling. You will get a much higher quality sound. Use speakers in the front, middle and rear of the audience.

- **LCD Projector:** Our speakers use MICROSOFT POWERPOINT through the presentation. A LCD Projector (MINIMUM 1000 lumens) and the cable to connect it into the laptop PC are required. The images will be shown at a resolution of 1024 X 768. Please provide a 6' draped table to place the laptop and other materials.

If you prefer, the presentation to be controlled from back-stage, provide a clicker and a monitor so the presenter can see what is being projected on the screens if these are not within his/her line of site.

- **Screen:** The size of screen(s) you need depends on the size of the room and audience – ask you're A/V technician for his/her recommendation.
- **Staging:**
 - Use a dark backdrop – the face of the presenter is accentuated better.
 - Use additional light sources for 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 possibly comfortable—six feet away is usually best.
 - Use theater-style seating and do not overset the room. If you are planning on 1000 people, set the room for 1000 (or fewer), not 1200. 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.
 - Ask attendees to turn off pagers, phones, and other possible alarms before beginning.
 - Use the provided introduction.
- **Purified Water:** On the table where the speaker's laptop and materials are placed, please have a bottle of purified water and a glass. No ice necessary.