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Audio/Visual and Physical Set Up Requirements (7/1/11)

Computer: Provided by Presenter - Macintosh MacBook Pro – 13”
Operating System – Mac OS 10.6.8 Snow Leopard

Data Projector and Screen: Projector **MUST** be able accommodate a **1024 x 768** pixel format.

Screen size and projector intensity: The a/v supplier can best determine what will work for the room. Key information to help them make the determination would be:

- 1) # of people we anticipate for the session
- 2) What we are showing: Both Keynote slides and Web Sites
- 3) The lighting intensity on the screen should be able to accommodate moderate room lighting without fading out, so people can take notes (and won't doze off).

Computer Connection and Cable to Data Projector: The Macintosh MacBook Pro laptop uses a **VGA connection (I bring the Mac adapter for this)**. **Connecting cable from the podium, where the laptop will be, must be of sufficient length to reach the data projector.**

Lectern: (For laptop placement) I may move out from behind the podium, from time to time (I will provide a wireless mouse to advance my presentation).

Podium position: It is extremely important that the **podium be positioned to the right of the screen (as I face the audience), a little bit forward and angled slightly to the left.** When positioned properly, this should allow me to look to my left, without craning my neck, to see the screen. **Seating sight lines should take this into account.**

Audio: The laptop sends a **line-level signal out** to be fed into the same sound system as my microphone. A **mini-plug** is needed to plug into the laptop. **Audio cable must be of sufficient length to reach the mixer.**

House Sound: Hotel sound systems are usually adequate for smaller seminars (under 100 attendees). However, ceiling speaker systems are often inadequate for larger groups, both with voice and music quality. **Please confer with the a/v support, in advance, to determine if supplementary audio support is required to do the job properly.**



Microphone: Wireless headset (as pictured) preferred. Wireless Lavalier is acceptable.

High-speed Internet Connection: Most sessions that coach use of e-mail, understanding search engines, etc. require 'live' online demonstration to be most effective. My laptop has wireless capability, but an ethernet connection is preferred. If Internet connection is not required for a specific presentation, I will let you know.

Power: 110Volts AC at the podium for the laptop and perhaps a computer peripheral.

If there are any questions, put the A/V company in touch: Because these instructions are important, and often pass through various hands, it is always good to have the A/V company call me **about one week ahead** to verify the details. I can be called **Cell or Text: 702-510-4938**. Let me know who the contact is, and when to expect their call. If I arrive a day or more in advance of a presentation, I always go and introduce myself, to make a personal connection.

A/V check: I ask to have the set up ready to check 1 hour prior to doors opening for presentation. 30 minutes is the minimum. An A/V company representative should be present.

- Why the last two items are critical: Even though these are instructions are normal and clear (though detailed), invariably we are chasing something at the last minute. In the last year, despite detailed preparation, I have confronted the following problems one or more times.

Power cable to podium not supplied or insufficient in length

Cable from projector to laptop not supplied or insufficient in length

Cable from projector to laptop damaged, no back up on premises

Audio hook up not supplied

Podium not supplied

Podium placement not appropriate

Thank you in advance,

Andy