

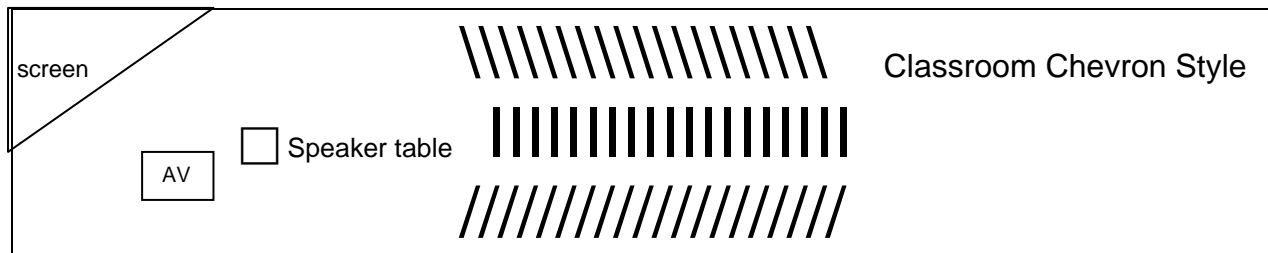
AV Requirements-Room Set Up-Travel Logistics

Audio Visual Needs

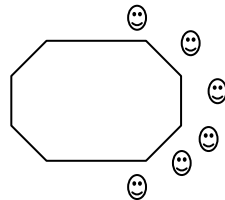
- ◆ Lavalier microphone (if more than 30 people) wireless preferred, or as 2nd choice, a hand held microphone wireless or with 50-foot cord.
- ◆ Large screen at **right front or left front** of the room for Powerpoint presentation slides.
- ◆ AV table with electric cord at the front of room for speaker's laptop (projector provided by Organization)

Meeting Room Set Up

- ◆ 6 foot table at head of room for speaker's papers, water and water glass.
- ◆ Classroom style seating is preferred by audiences. Chevron style if possible (see diagram below)



- ◆ If round tables are used, seats should be placed at half rounds facing speaker- (see below)



Transportation

- ◆ **Flight Reservations:** Speaker and Organizer will work together regarding reservation requirements.
- ◆ **Ground Transportation:** Please assist speaker in making arrangements for ground transportation to/from the meeting and to/from the airport. If auto rental is required please provide driving directions.

Hotel

Please provide hotel lodging for one day prior to speaking event with check out the day following the event.

- ◆ Ask for guaranteed late arrival in non-smoking room.
- ◆ Provide Speaker with a faxed copy or email of the hotel confirmation showing address and phone number of hotel. Please provide this information as soon as reservation is made.
- ◆ When possible, please put hotel charges on the Organization's Master Account.