

CONNIE MERRITT, RN, PHN

Audio-Visual, Room Set-Up & Meeting Tips

Questions or concerns, please call our office (949) 494-0091

In order that your upcoming presentation by Connie Merritt to be most effective, please use this guideline and refer to the diagram on reverse side. Ms. Merritt takes her commitment to your group very seriously and offers these tips to make sure you receive maximum benefits from her involvement with your meeting. The goal is that she gives you the best program she can and these suggestions are from her 25+ years of experience at events like yours.

* * * * SEE REVERSE-SIDE DIAGRAM * * * *

On the podium please have:

- Microphone - wireless clip-on lapel with belt hook for transmitter
- Bottle of water and a glass. No ice, please.

On a large table to hold data projector and laptop:

- Data projector appropriate for room and audience size (500 lumens or more)
- Cables for hook-up to computer video and audio
- Electrical hook-up for computer auxiliary power
- Speaker will bring laptop, PowerPoint presentation and remote control mouse

Also, when possible, please have available:

- Stairs off front of stage
- Screen - 10 ft. whenever possible and lights near screen *off*
- 6 ft table - draped/skirted at back of the room for resource materials.
- Stage spotlights - focused down stage center when available

If there is a raised stage in the meeting room, please note these suggestions:

- Place screen *on* the stage (please, if possible, not to side of room)
- Steps off the *front* of the stage

The following are suggestions for seminar seating arrangements:

- Under 25 U-shaped
- 25 – 75 Classroom style with tables, center aisle
- Over 75 Theater style with 2 aisles (NO CENTER AISLE)

(We understand that when planned around a meal, this is not possible. Also, it is difficult to build intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up AFTER the speaker's presentation.)

Please have people in charge of controlling the following:

- Room temperature - too hot can ruin a program, better it be too cold
- Microphone system - monitor volume, base and feedback
- Distracting noises - other rooms, kitchen, hall music

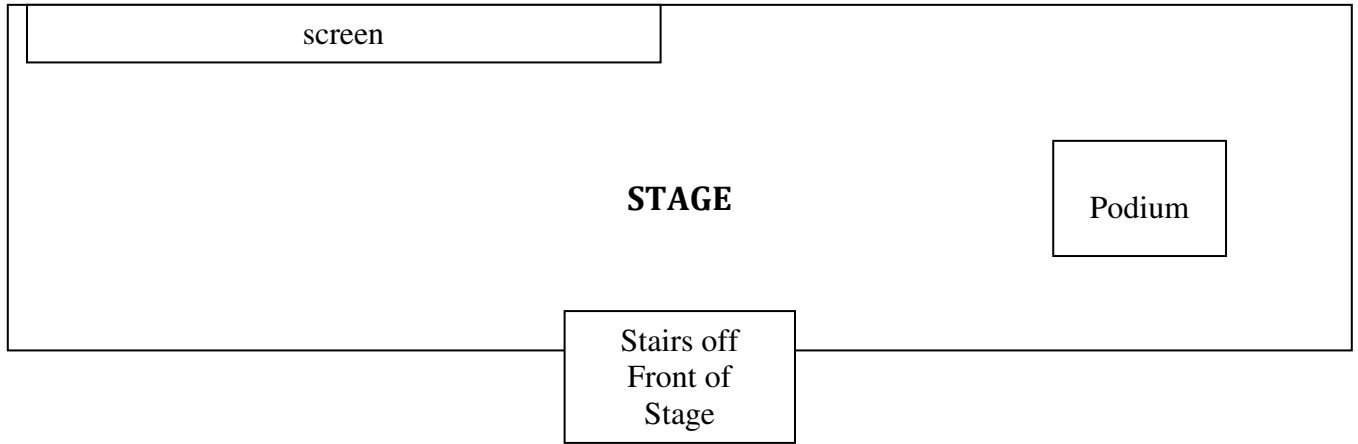
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Ideal staging for Connie Merritt's program

On longest side of room



LARGE TABLE for

- Projector
- Audio connection
- Electrical hookup

*6' Table for
Speaker Resources*

ENTRANCE