

Audio Visual and Set-Up Requirements

We are happy to provide you with the following set-up requirements to assist you in planning for a successful meeting. Please feel free to contact Dr. Brown to answer any questions or be of assistance.

Audio/Video

- Cordless lavalier microphone with spare battery.
- Hand-held, cordless microphone for audience participation
- Projector which interfaces with Dell Inspiron laptop computer using IBM Compatible Microsoft Office PowerPoint slide presentation.
- Remote mouse
- Audio Feed from laptop through house speakers
- Free standing or fixed projection screen located at front left corner of the room.

Speaker

- **Dr. Brown prefers** a small cocktail round or small rectangular table at front center of room for demonstration items, speech notes, and laptop (preferably on floor level – not on riser) rather than a lectern
- Rectangular table and chair at back of the room near door
- Cold water pitcher and a glass
- Freestanding or Fixed screen

Seating

1st choice: Crescent rounds (60” rounds, seating 4 to a table facing forward)

2nd choice: Classroom style (tables to write on); set up in a chevron formation

3rd choice: Lecture style

