Room & A/V Set Up

Thank you for the opportunity to participate in your upcoming event. We are committed to making it an outstanding experience for the participants (and as easy to organize as possible for you the meeting planner).

The purpose of this document is to provide you with our audio/visual requirements as well as direction on room set up. Please do not hesitate to contact us at any time if you have any questions.

Thank you again for this opportunity to serve your organization!

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Audio/Visual Requirements for Keynote Presentations

Andy will present from his laptop. A Windows-based backup computer loaded with Microsoft PowerPoint is requested. Andy will load his presentation onto that computer should there be any unexpected technical difficulties with his laptop. Ideally, a switcher should be utilized to allow quick changing between machines.

Andy will use his remote to advance the slides. He prefers the computer to be on stage or on a table at the front of the audience, making it easily accessible.

Andy will connect his laptop to the video projection system, which can be either HDMI or VGA. In addition, his laptop will need a connection to the house sound system (stereo mini-jack connection to his laptop).

A wireless lapel or headset mic is strongly preferred.

Andy prefers the front row of the audience as close to the stage as possible. Andy will use the entire stage and often walk into the audience. If the room has spotlights, please aim them for a general wash of the front of the stage. Dim the lighting on the screens but we request you keep the house lights up.

Audio/Visual Requirements for Workshops

Andy will present from his laptop. A Windows-based backup computer loaded with Microsoft PowerPoint is requested in the rare case a problem occurs with his laptop.

Andy will connect his laptop to the video projection system. His laptop should be able to connect to the sound system in the room, if available.

Tables should ideally be arranged in pods, accommodating 4-5 people each.

A power strip and extension cord might be needed, depending on the room.

A presenter's table near the front of the room is requested.

Most of Andy's workshops require a lot of available wall space for flipchart paper to be taped up. A flipchart stand with two full pads is requested.