

ROOM AND AV SETUP FOR CAROLE LITTEN

Proper setup of your learning environment is key for maximum success. Below are some ideas that will add to the quality of your meeting. Please keep in mind that although they are not required, using these principles can enhance positive, enthusiastic responses from the audience. If you have any questions, please call (303)-800-4427, and we would be more than happy to assist you.

For Keynote Presentations:

- Wireless clip-on microphone
 - Plenty of stage room
 - Theater-style seating and full house lights
 - CD player (optional)
1. **Tips:** Use your own speaker sound system, rather than the speakers in the room ceiling. You will get a much higher quality sound.
 2. Use speakers in the front, middle, and rear of the audience.
 3. Use additional light sources for presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
 4. Use a dark backdrop—the face of the presenter is accentuated against it.
 5. Keep the front row as close to the stage as is possibly comfortable--six feet away where possible.
 6. Do not overset the room. If you are planning on 1000 people, set the room for 1000 (or fewer), not 1200. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
 7. If the room is rectangular, set the stage area in the middle of the long wall—not on the short end. It is better to have an audience wide than deep.
 8. Ask attendees to turn off pagers, phones, and other possible alarms before beginning.
 9. Use image magnification where appropriate.