

Audio Visual Requirements

This document has been created to give meeting planners a general idea of the Audio-visual requirements for Ed's presentations. Ed will speak with you about the requirements for your specific program prior to contract signing.

Audio/Visual Requirements:

KEYNOTE/GENERAL SESSIONS:

Wireless Lavalier Microphone
Projector & Screen

BREAKOUT SESSIONS:

Wireless Lavalier Microphone
Projector & Screen
Internet connection (if possible)

TRAINING SEMINARS:

No mic needed unless over 50 participants
Projector & Screen
Internet connection (if possible)
Please seat with even number of participants at each table.
Please contact us re specific AV requirements for your training

Room Set-Up:

For audiences of 100 or less, Ed would prefer to be on same level with audience. Ed moves about A LOT so a podium is never used and he will ask for it to be moved aside if it is being used for other elements of your event.

If your group is larger than 100, Ed recommends elevated platform but not a high platform unless you are staging for extremely large group.

Ed will work with whatever seating arrangement you have but will make the following suggestions if you want to create the "best" environment:

Classroom seating with a chevron configuration works well for large groups
If using round tables, seat only 2/3 of each table so no one's back is to the front