

## **Room and AV Setup for Desi Williamson**

Proper setup of your learning environment is critical for maximum success of the event.

Below are some ideas that will add tremendously to the quality of your meeting. Please keep in mind that, although they are not mandatory, using these principles will enhance the overall experience for your audience. If you have any questions, please don't hesitate to call (612)-730-5952, and we'll be more than pleased to assist you in any way possible.

### **For Keynote Presentations:**

- Wireless clip on microphone
- Plenty of stage room-(Please use a platform for groups of 75 or more as participants in the back of room will only see partial image of speaker)
- Theatre-style seating with house lights turned up high
- CD player wired into house system
- DVD player and monitor or screen-(used when video intro is included)

### **Quick Tips for a great experience:**

- 1.) Please use your own speaker sound system rather than speakers in the room ceiling. Your audience will experience a much higher quality sound. With large groups, please use speakers in the front, middle and back of room for best results.
- 2.) A bright stage will help keep the audience alert and focused at the front of the room. Desi will utilize the entire stage area and stay toward the front edge. If the room has any spotlights, please aim them for a general wash of the front of the stage so that speaker is not blinded. When screens are used, please continue to keep the house lights up full.
- 3.) Please keep the front row as close to stage as comfortably possible, six feet away is optimal.
- 4.) Please do not overset room. If you are planning on 1,000 people, set the room for 1,000 or fewer. It is better to have every seat taken than to have large gaps throughout the room and a front of room that is empty. When conducting a large conference please tape off back of room and encourage people to fill the room from front to back.
- 5.) If the room is rectangular, please set the stage area in the middle of the long wall, not the short end. It is much better to have an audience that is seated wide rather than deep. This ensures that the entire room will have a great experience and audience members will not feel left out.

- 6.) If a podium is being used, please set it back a few feet from the front of the stage so that Desi can walk in front of it.
- 7.) Please ask attendees to turn off pagers, cell phones and other distractions before beginning.

**Temperature**-A cool room is best for maximum comfort. A warm room produces a drowsy audience. A cold room produces a distracted audience, and a hot room produces an irritated audience. For best results, the room temperature should be somewhere between 68-70 degrees Fahrenheit.

**Recording of Presentation**-The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged. A separate recording agreement must be agreed to and signed prior to the event.

**Video Recording**-For best results it is advised to do at least a two camera shoot with a back up microphone on the speaker as well as a microphone placed in the audience so that the viewers of the video have the best possible experience.

**Thank You!**