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Presentation Requirements

Audio-Visual Equipment

1. Transparency projector
2. Extra bulb in transparency projector (**CRUCIAL!!!!**)
3. Screen - 8 x 8' or bigger
4. 3 x 6' table - put transparency projector on this table.
 - A. 3-foot side of table must face the screen
 - B. Put transparency projector at end of table which is
 - furthest from the screen
 - closest to the audience
5. 3 x 6' table in room - near doors used to enter/exit room
6. Microphone - I only can use these 2 types that **must clip to my tie**:
 - Wireless microphone (with new, unused battery) OR
 - Lavalier microphone with 50-feet of cord
7. I prefer NOT to speak from a "riser," raised platform, or stage.
But, if you think I should speak from a "riser" or stage due to a very big audience size, "riser"/platform should be only 1-2 feet high.

NOTES:

- A. All the above-listed audio-visual equipment must be centered in the room - on either the width-side or length-side of room. Do **NOT** put A-V equipment in corner or room, and do **NOT** ask me to speak from the corner of the room.
- B. I **cannot** use
 - podium
 - hand-held microphone
 - microphone on mic stand

Seating Arrangements / Room Setup (See attached diagrams)

IMPORTANT: Audience MUST be seated VERY CLOSE to me.

If I speak in a *meeting or training room*, please arrange seating as follows (see diagram):

1. Theatre-style (chairs but **no tables** for audience)
2. Seating in "Chevron" shape (upside-down "V" shape)
3. Center aisle - aisle only 3-feet wide
4. **IMPORTANT:** People in the first row at the center aisle must be only 3-4 feet from the end of the rectangular table where the transparency projector is put.

If I speak in a *dining room or banquet room* after meal, arrange seating as follows (see diagram):

1. Center aisle - aisle only 3-feet wide
2. Put tables close to each other - and as close as possible to where I speak
3. **IMPORTANT:** People in the two first row tables at the center aisle must be only 3-4 feet from the end of the rectangular table where the transparency projector is put.