

## Room Setup and A/V Information for Dawn Bjork Buzbee

Not surprising, as a software expert, I use computer-based presentations and demonstrations. In order to ensure an enriching experience for your participants, your help in establishing the atmosphere and providing the appropriate media will ensure that the audience has a positive impression of technology and leaves feeling informed and excited about the topic.

Please call or e-mail if you have questions or if any of the requests below present a problem. My goal is to make this a positive and effective experience for you and your participants.

*Thank you, Dawn*

### Audio Visual Equipment

Please provide the following equipment:

- ▶ LCD projector; HDMI (widescreen) preferred.
- ▶ If more than 40 people, wireless lavalier microphone (preferred). If corded microphone, cord that is long enough to reach back row.
- ▶ Screen (preferred 10 feet wide minimum) with the top of screen extended as high as possible. When possible, place screen in the right corner of the front (as you face the stage).
- ▶ If possible, dim or remove light bulbs above the screen.
- ▶ Speakers appropriate for the room size, with a connector for a 1/8" stereo mini-plug connected to the computer.
- ▶ A heavy gauge extension cord with extra power outlets.
- ▶ In training rooms with a corporate or agency computer setup, I will be bringing presentation and example files on a flash drive or CD.

### Room Setup

In the front, please provide:

- ▶ Lecture/podium at the front of the room with A/V and electrical connections.
- ▶ Draped six-foot table left of stage center (as you face the stage).
- ▶ Six-foot table near door for educational materials display.
- ▶ An A/V table for the LCD projector with an electrical outlet.
- ▶ 2 flip charts with markers (sessions longer than 1 ½ hours).
- ▶ Please set the room wide rather than deep.
- ▶ At least 6 feet between my table and the front row.

Ideally, I would like access to the room at least an hour before the presentation or even the evening before. At that time, I will need to check the projector, lights, light adjustments, and the sound systems.

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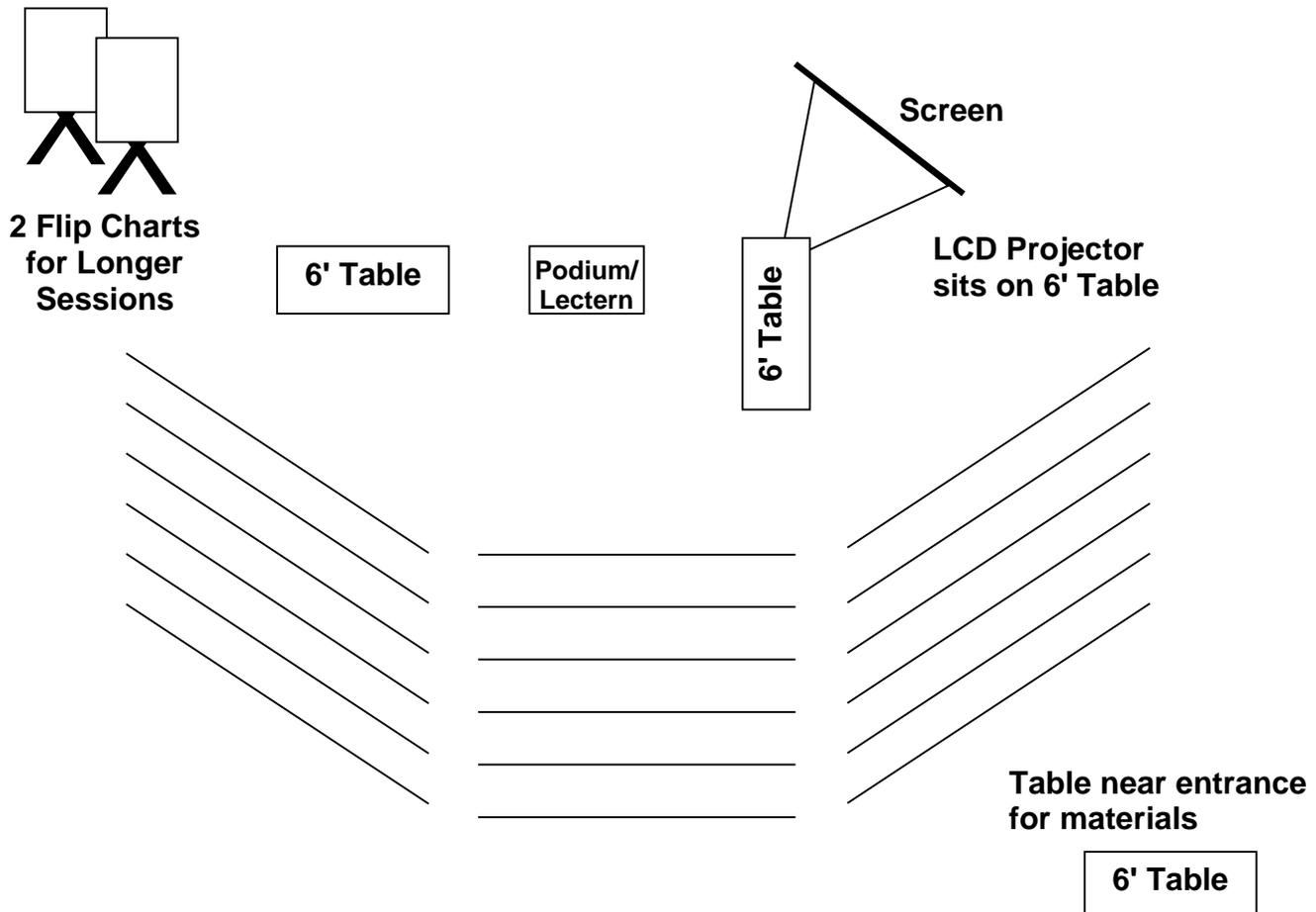
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## Room Setup and A/V Information for Dawn Bjork Buzbee Preferred Seating Configuration

To create the optimal audience experience, we've found this seating configuration works best.



### Chevroned Classroom - Setup #1



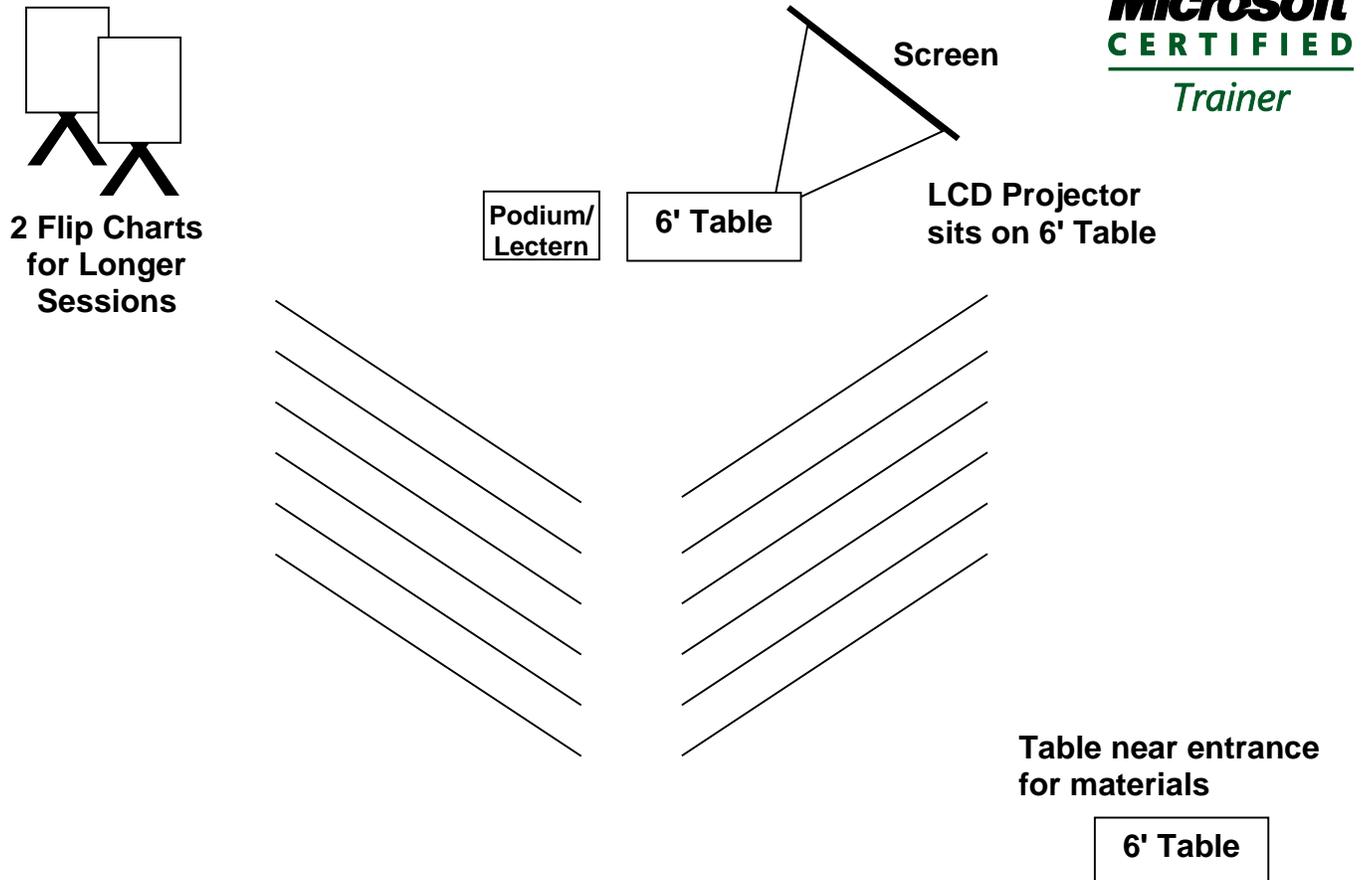
- ▶ If possible, please set up classroom style with tables and chairs.
- ▶ Angle tables for all to have easy visibility of screen.
- ▶ Screen angled to speaker's left.
- ▶ No straight rows all the way across room.
- ▶ No center aisle.
- ▶ Tables should be set far enough away from walls so someone can easily walk between table and wall.
- ▶ **Note:** in meeting rooms with a fixed projection screen in the center, please move podium and table to stage left (as you face screen).

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## Chevroned Classroom - Setup #2 (smaller rooms/groups; training sessions)



- ▶ If possible, please set up classroom style with tables and chairs.
- ▶ Angle tables for all to have easy visibility of screen.
- ▶ Screen angled to speaker's left.
- ▶ No straight rows all the way across room.
- ▶ Tables should be set far enough away from walls so someone can easily walk between table and wall.
- ▶ **Note:** in meeting rooms with a fixed projection screen in the center, please move podium and table to stage left (as you face screen).

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