

Audio Visual and Set-up Requirements

We are happy to provide you with the following set-up requirements to assist you in planning for a successful meeting. Please feel free to contact our office if we can answer any questions or be of assistance.

AUDIO/VIDEO

- Cordless lavalier microphone (and spare battery)
- LCD projector which interfaces with Mac laptop using Microsoft Office PowerPoint
- Audio feed from laptop through the house speakers
- A single projection screen optimally placed for audience viewing based upon the room
- Lights near the screen should be able to be turned off on demand to avoid washing out slides

SPEAKER

- Small rectangular table on the floor (appropriately powered and cabled) to hold laptop and speaker notes
- Water, bottled or in a pitcher

SEATING

- 1st choice: Classroom style (tables to write on); set up in a chevron formation
2nd choice: Lecture style



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