# Logistics and AV Considerations

Please help me help you make your event a success.

1. If using a podium or lectern please place it to the side of the room. Sometimes I like a small table on the platform.
2. Typically I will either speak from risers, 4 to 8 inches high or from the floor.
3. Please arrange for two rectangle tables approximately 2' by 4' –-one at the room **front** (for props and maybe my laptop & LCD projector) and one at room **back** (for product sales)
4. For an audience of 50+ please provide a microphone. I prefer a lavaliere or head set.
5. Have at least one volunteer available to assist me before and after the session.
7. I ask that the emcee read my introduction as written, or fairly close to the original. My introduction is different than my bio. Bios are used for promotion and in event programs.
8. For any size audience, arrange the room so that I present as close as possible to the audience without sacrificing visibility.
9. If the room is rectangular, this is the recommended room set up:
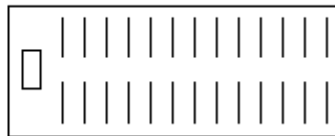
10. Place chairs in chevron style rather than in straight rows. It is draining to speak into an empty space.

This is a chevron

11. Visuals
    ☐ If I include an upbeat PowerPoint slide-deck I will need a screen or wall as large as you can access. Place screen to the left of the platform's centre (left from the audience's perspective). An LCD projector will be required. I can provide mine.
    ☐ Handouts photocopied.

All of the above can be discussed to ensure the arrangement works for me, you, and the audience.

You can also consider the suggestions in the document **Tips for Successful Events.**