

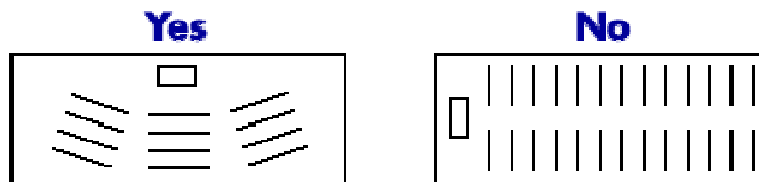
Woe to WOW—Solutions for Resilience

helping your audience thrive and succeed at work and home

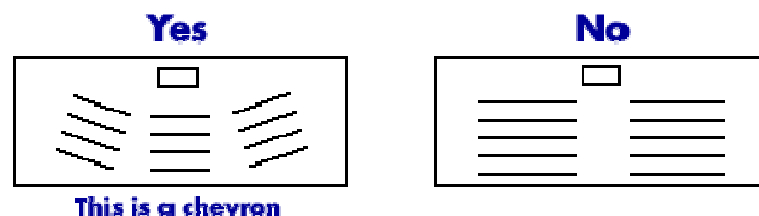
Logistics, AV Requirements & How to Maximize Patricia Morgan's Services

Please help Patricia help you make your event a success.

1. If using a podium or lectern please place it to side of the room. Patricia will not use it.
2. Typically Patricia will either speak from risers, 4 to 8 inches high or from the floor.
3. Two rectangle tables approximately 2' by 4' —one at room **front** (for props and maybe laptop) and one at room **back** (for product sales)
4. Microphone for audiences over 50. Lavalier preferred.
5. Have at least one volunteer available to assist Patricia before and after the session.
6. CD player.
7. Please read Patricia's introduction, or keep it fairly close to **the way it is written**.
8. For any size audience, have the audience close to the speaker.
9. If the room is rectangular, this is the recommended room set up:



10. If chairs are chevroned rather than in straight rows, facing the stage will be comfortable.



11. To Be Discussed:

- If Patricia includes a PowerPoint presentation, provide a screen or wall as large as you can access. Place screen just to the left (looking from the audience) of centre of the room. An LCD projector will also be required.
- Handouts photocopied.

Put into place other suggestions in the document **Tips for Successful Events** on the **Book Patricia** page at www.solutionsforresilience.com