



AV Requirements

Below are Sue's preferences for AV and room setup.

For Platform Presentations

- A podium (or small presenter's table) set off to one side of the platform.
- A lavalier lapel microphone

For Breakout Sessions

- A lavalier lapel microphone
- A small presenter's materials table either on the floor or on the platform
- Digital projector with all electrical cords taped to the floor
- A room that can be dimmed for slide viewing (blinds, lights, etc.)

For Full-Day Training Sessions

- A lavalier lapel microphone
- A small presenter's materials table placed center front
- Digital projector with all electrical cords taped to the floor
- A room that can be dimmed for slide viewing (blinds, lights, etc.)
- Seats arranged in modified chevron (depending on size of group)