

# Integrated Loyalty Systems, Inc.

## Audio / Visual Setup Requirements

“Setting the stage” properly plays a key role in delivering a powerful presentation. Please help us to make our presentations the success we all want them to be by following these guidelines. They are similar for various size audiences, large and small. We can also provide our Audio Visual package with pricing, if preferred.

### Audio / Visual

- ✦ An LCD or DLP projector with minimum native resolution of XGA (1024 X 768, image aspect ratio of 4:3)
- ✦ One large projection screen
- ✦ One 15-20 ft extension cord
- ✦ One multi-outlet power strip
- ✦ One VHS/DVD player with ability to hook into LCD projector
- ✦ Presenters will use their own laptop and remote mouse for PowerPoint/Keynote presentations.
- ✦ For large audiences, a wireless lavalier microphone (so presenters can “work the room”) and house speaker system will be required.
- ✦ ILS reserves the right to bring our own video equipment to film the presentation.

### Meeting Room Setup

- ✦ Meeting room set up banquet-style.
- ✦ 6-8 ft rounds that seat 4-5 (no one should have their back to the front of the room (screen))
- ✦ One draped table (round or 4x6) at front of room to hold laptop and presentation materials.
- ✦ One roll of duct tape (or a rug) to safely cover all wires and electrical cords.
- ✦ Bottled water available for presenter to drink during presentation.
- ✦ Two (2) flip-chart easels with more than 10 unused sheets per flip-chart (prefer flip-charts that have adhesive on the back for easy hanging on walls). If adhesive flip-charts are not available, please provide blue painters tape or masking tape so flip-chart sheets can be taped up in the room.
- ✦ Four (4) new flip-chart markers (blue, black, red, green).
- ✦ Contact name and cell phone number of your A/V person:

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