



AUDIO-VISUAL REQUIREMENTS FOR ILS PRESENTER

“Setting the stage” properly plays a key role in delivering a powerful presentation. To help us contribute to your successful event, the following is a list of guidelines that will help insure you have a flawless program.

Audio / Visual

- ◆ Presenter will use his own MacBook Pro laptop computer, remote mouse and laser pointer. He will bring his own adaptor required to connect the MacBook Pro laptop to the LCD projector.
- ◆ Presenter prefers to set the room and test audio equipment the night before the event, or at least 2 hours before the first attendee arrives to the meeting room.
- ◆ Presenter requests an Audio-Visual Technician to be on-call one hour prior to start of program for last minute adjustments, and as the program begins for troubleshooting. Please supply the Technician’s name and contact information prior to event.
- ◆ One LCD projector, with a minimum of...
 - ◆ 2,000 lumens for 25-50 people
 - ◆ 2,500 lumens for 50-100 people
 - ◆ 3,000 lumens for groups greater than 100 people
- ◆ Large Projection screen for a 16:9 format presentation with a minimum
 - ◆ 6’ screen for 25-50 people
 - ◆ 8’ screen for 50-100 people
 - ◆ 10’ screen for groups greater than 100 people
- ◆ One extension cord at least 15’-20’ with a multi-outlet power strip.
- ◆ Audio: wireless lavalier microphone.
- ◆ Audio connection from laptop to the house audio system as well as a HDMI cable for video.
- ◆ For larger audiences, a confidence monitor is recommended (but not required).
- ◆ Video and Audio Recordings are not permitted.

Meeting Room Setup Recommendations

- ◆ Presenter prefers to stand on a riser/stage (minimum 2-feet high, 3-4 ft. deep) for large audiences. Presenter likes to be able to come off the stage into the audience during his presentation.
- ◆ No podium needed.
- ◆ One draped table (round or 6') at front of room for easy accessibility for speaker with enough space to hold laptop computer, projector and presentation materials.
- ◆ Presenter would prefer crescent rounds of 10; 6-8 people at each table. No one should have their back to the front of the room (screen).
- ◆ 2-4 bottles of water available for presenter to drink during presentation (at room temperature only).