

Room and Audio-Visual Suggestions

Even the greatest speech can be viewed as ineffective when the room set-up is not optimal. To help ensure that Lars's talk or program meets your expectations and has the ultimate benefit of your audience, please review the Audio-Visual suggestions below and let us know if there are any challenges. Lars is flexible and will work with your Audio-Visual capabilities and your technicians to maximize the effectiveness of the platform and ultimately your event.

Staging:

- If and when possible, set the room up theatre or classroom style with two side aisles and a centre aisle. Unless at a breakfast function. Position the first row/table about 2 meters (6 foot) from the stage.
- The stage should be positioned in the middle of the front wall of the room with steps off the front. If no stage is required then an open space which is to be used as a staging area is required.
- Stage size and height appropriate for room size. But should be no smaller than 2.4 x 1.2 meters. (8 x 4 foot.)
- A small, draped table on the stage, to the side, for laptop, water and miscellaneous items.

Equipment:

- Wireless lavalier (Tie Clip) microphone (Please place Audio-Visual control and technician at the back of the room.)
- A projector for a computer to plug into. (Lars will use his own laptop computer.) The laptop will be used as a prompt monitor so it will have to go on the stage/staging area on a small table. (Make sure there is power to the laptop table.)
- A screen to project onto. Dimmed lights on the screen.

Temperature: A cool room produces an alert audience; a warm room produces a drowsy audience. A cold room produces a distracted audience, and a hot room produces an irritated audience. The actual room temperature should be somewhere between 20-22 degrees Celsius or 68-70 degrees Fahrenheit.

Recording of Presentation:

The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged. A recording agreement must be signed prior to the event. See Investment Schedule for fees.