

Elizabeth Woodcock's Audiovisual Requirements

- PROJECTOR:** HIGH INTENSITY, **XGA LCD PROJECTOR:** W/1000 LUMENS MINIMUM. 1024 X 768 **XGA** PROJECTOR IS RECOMMENDED.
- LAPTOP COMPUTER:** SPEAKER WILL BRING HER OWN.
- CABLES:** MUST BE LONG ENOUGH TO REACH FROM PROJECTOR TO SKIRTED TABLE (WHERE SPEAKER WILL PLACE LAPTOP).
- ELECTRICAL:** EXTENSION CORD POWER STRIP **W/ SURGE PROTECTOR.**
- SCREEN:** 12 FOOT SCREEN (OR AS LARGE AS POSSIBLE) EITHER CENTERED, OR SET TO AUDIENCE LEFT AND ANGLED TOWARD SPEAKER.
- MICROPHONE:** WIRELESS **LAVALIER.** PLEASE SUPPLY WITH NEW BATTERY & SUPPLY EXTRA BATTERIES FOR FULL DAY COURSES.
- SEATING:** CLASSROOM STYLE (UNLESS ROOM SIZE PROHIBITS).
- TABLE:** SMALL SKIRTED TABLE FOR SPEAKER'S LAPTOP AND NOTES. TABLE SHOULD BE PLACED IN FRONT OF THE FIRST ROW OF THE AUDIENCE, OR ON THE RISER IN THE CASE OF MORE THAN 150 ATTENDEES. THE TABLE SHOULD NOT BE IN FRONT OF THE SCREEN, BUT OFF TO THE SIDE. THE SPEAKER SHOULD BE ABLE TO WALK **UP** TO THE TABLE WITHOUT HAVING TO TURN HER BACK TO THE AUDIENCE.
- PODIUM:** NO. THE SPEAKER DOES NOT USE ONE, ALTHOUGH IT IS CERTAINLY FINE TO HAVE ONE ON THE RISER FOR OTHER SPEAKERS OR FOR THE INTRODUCER.
- RISER:** @ 12" RISER (FOR AUDIENCES OVER 150) - WITHOUT RAILINGS!
- WATER:** IF POSSIBLE, PLEASE HAVE WATER (NO ICE) AVAILABLE.

PLEASE CALL SPEAKER WITH ANY TECHNICAL QUESTIONS ABOUT SET UP.
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