

# AUDIO VISUAL AND SET-UP REQUIREMENTS

We are happy to provide you with the following set-up requirements to assist you in planning for a successful meeting. Please contact our office if we can answer any questions or be of assistance.



Dr. Steven Katz

Kelly Fox-Galvagni

## AUDIO/VIDEO

- 2 cordless lavalier microphones (and spare batteries)
- LCD projector which interfaces with appropriate connections to be used with Macbook laptop computer using Keynote for slide presentations
- Cart or table for projector and laptop
- Audio feed from laptop through the house speakers
- A single projection screen optimally placed for audience viewing based upon the room

## SPEAKER

- Two small tables for each of our presentation materials, one on each side of the screen
- Water, bottled or in a pitcher

## SEATING

- 1st choice: classroom style
- 2nd choice: lecture style