



Audio Visual and Room Set-up Requirements

To help insure a successful and enjoyable experience for the participants at your event, we have prepared a list of audio visual and location requirements. Upon review of the list, please contact our office if you have any questions or concerns about any of the items indicated:

A.V. Requirements

1. Wireless lavalier microphone (if more than 50 people)
 - a. For keynote, use wireless handheld
 - b. If corded mic is used, must have enough cable to reach back of room
2. Sound system must accommodate line input
3. Projection screen of sufficient size for audience viewing
4. LCD Projector with VGA input (no LCD pads) with AV cart and power
5. Internet access at front table (if required by program type – not telephone access please)

Room Set-up Requirements

1. Classroom style for all breakout sessions and workshops (theatre/auditorium for keynotes)
 - a. U-shaped configuration for small groups okay.
 - b. Center aisle and 10' minimum front-of-the-room clearance
 - c. Room should be set "wide" rather than "deep" when possible
2. No lectern or podium necessary
3. 1' high stage riser with steps if more than 100 people
4. 6' dressed table in front of room with power
5. 6' table in back of the room for educational materials
6. All cords and cables to be taped and dressed