

## Room & A/V Set Up

Thank you for the opportunity to participate in your upcoming event. We are committed to making it an outstanding experience for the participants (and as easy to organize as possible for you the meeting planner).

The purpose of this document is to provide you with our audio/visual requirements as well as direction on room set up. Please do not hesitate to contact us at any time if you have any questions.

Thank you again for this opportunity to serve your organization!



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## **Room & A/V Requirements**

**Andy Kaufman**

### **Audio/Visual Requirements for Keynote Presentations**

Andy will present from his laptop. A Windows-based backup computer loaded with Microsoft PowerPoint is requested. Andy will load his presentation onto that computer should there be any technical difficulties with his laptop. Ideally, an RGB switcher should be utilized to allow quick changing between machines.

Andy will use a hand held remote to advance his slides. He must be within 40 feet of the laptop for the remote to function. If the computer is unable to be within this distance, please provide an alternative remote control system.

Andy will need to hook his laptop to the video projection system. In addition, his laptop will need to be attached to the house sound system (stereo mini-jack connection to his laptop).

A wireless lapel or headset mic is strongly preferred.

Andy prefers the front row of the audience as close to the stage as possible. Andy will use the entire stage and occasionally walk into the audience. If the room has spotlights, please aim them for a general wash of the front of the stage. Dim the lighting on the screens but we request you keep the house lights up.

### **Audio/Visual Requirements for Workshops**

Andy will present from his laptop. A Windows-based backup computer loaded with Microsoft PowerPoint is requested in the rare case a problem occurs with his laptop.

Andy will need to hook his laptop to the video projection system. His laptop should be able to connect to the sound system in the room, if available.

Tables should ideally be arranged in pods, accommodating 4-5 people each.

A power strip and extension cord might be needed, depending on the room.

A presenter's table near the front of the room is requested.

Most of Andy's workshops require a lot of available wall space for flipchart paper to be taped up. A flipchart stand with two full pads is requested.