

**Each individual client's needs and session requirements will be discussed prior to the event.**

**The following is an overview of typical audio-visual and room setup information for large group sessions, such as a keynote.**

- Please provide copies of all communication regarding the presentation/session/event
- LCD projector (mac compatible)
- Large screen
- Wireless headset or cordless lapel microphone
- Table at the front for Linda's laptop and materials
- Power bar for equipment
- Access to room one hour in advance of presentation; A/V tech available for system check
- Sunlight, lots of windows or bright lights in the room

**For participation-centered events, we will likely need:**

- Round tables that seat 6 – 8 participants
- Flipcharts and markers next to each table
- Riser, if required for maximum visibility; no podiums, thanks
- In groups of 75+, 1–3 wireless microphones for reporting in from participants

***And always, lots of great energy!***

*Audio/video recording is welcome if agreed to prior to session. Linda will require an original copy. Must be for internal use only – resale through special arrangements.*