

Maximizing the Learning Environment

Michael McKinley, CSP, CPAE, uses highly relevant slides to emphasize his main points during his presentation. He also moves freely around the room and will not be speaking from a lectern. Please use the checklist below and the room setup requirements (see back) to ensure the appropriate room setup. Thank you!

Equipment

(for a PowerPoint Presentation)

- High-end PC computer that will support large, graphically intense PowerPoint slides (Mike will supply the presentation on CD-ROM.)
- LCD projector (at least 1000 lumens)
- Remote for advancing PowerPoint slides
- On-site A/V support to troubleshoot before and during the presentation
- Screen (8' or larger; the larger the audience, the larger the screen) on a riser in the right corner of the room from the audience's perspective (DO NOT put the screen in the front center of the room.)
- Wireless lavalier microphone. For back-up: hand-held microphone with a 50' cord or another wireless lavalier microphone
- Tape (Please tape all cords on the floor.)
- Riser (If your group is more than 100 people in size, a riser is usually needed for Mike to be visible to the audience.)

Room Setup

- Set chairs to face the longest wall (i.e., set the room wide, not narrow).
- Seat the audience as close to Mike as possible with each chair facing Mike. Allow no more than 10% open chairs.
- Provide a well-lit room. Provide extra lighting over the riser area in the center front of the room where Mike speaks, if possible.
- Darken the lights that are directly over the screen (i.e., loosen the light bulbs or remove them).
- Set the temperature between 68 and 72 degrees Fahrenheit.

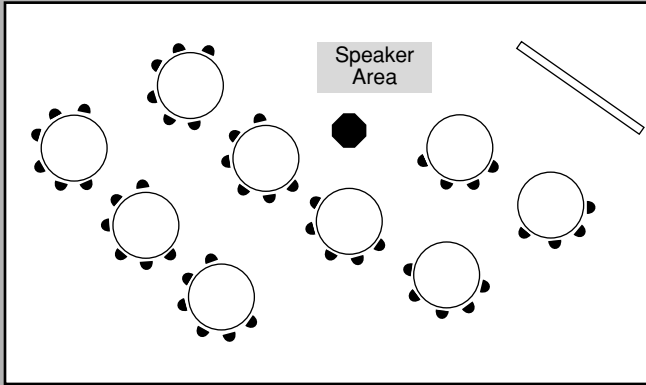
Thank you for your assistance and cooperation. Together we will create lasting results for your audience members. If you have questions, please call our friendly staff at any time!

Mike McKinley
Real Motivation. Real Change. Real Fun.


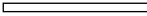



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PowerPoint Presentation Room Setup for Mike McKinley

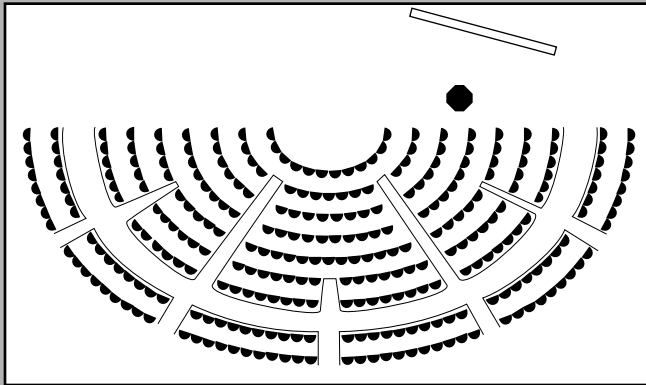
Round Table Style (Set chairs so all participants face the speaker area.)



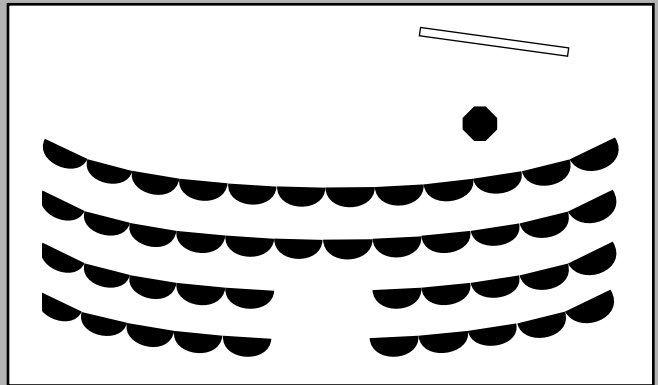
Key

-  LCD projector on a table
-  Screen on a riser
-  Chair
-  Rectangular table (18" wide preferably)
-  Round table

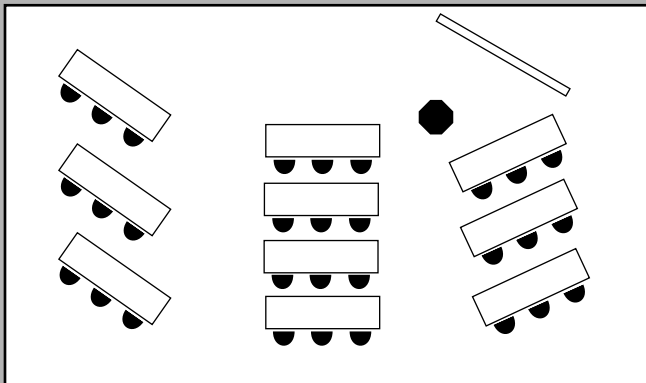
Theatre Style Larger Group



Theatre Style Smaller Group



Classroom Style Option 1



Classroom Style Option 2

