

Michelle Ray - A/V Requirements

Room set-up is critical for presentation success! Michelle wants to ensure that your attendees experience a wonderful, memorable session. As her sessions are highly interactive, lighting and seating are a key component to creating a great atmosphere!

Main Stage Presentations:

- Stage: High enough for everyone to see Michelle
- Seating: Depending on room size, half-rounds are first choice (cabaret style), or theater set up with chevron style seating, including a center aisle.
- Seating to be arranged as ***close to the stage as possible***, so as not to create distance between Michelle and your audience
- Full house lights at all times to maintain high energy. Full stage wash. Michelle may ask about the stage backdrop if known in advance, so her clothing doesn't blend into the background
- Full lighting on speaker (no spotlights please)
- Wireless lapel microphone (with fresh batteries and back-up hand-held mic ready in case)
- Wireless hand-held microphone available (for audience members)
- Sound chord for laptop
- LCD Projector and Screen/s:
 - Large Screen either centered or two screens on both side of stage if possible, when PowerPoint is used. Please let Michelle know if split-screen is being planned (i.e. Speaker on one screen, Power Point on another)
 - Michelle brings her own Mac Laptop, including all appropriate cables for LCD projector. Her presentation is created in 16 X 9 format, pre-loaded onto her computer with back-up on memory stick. Michelle will bring remote clicker to advance slides. Please have a back-up clicker available.
- Small round table for water, props, placed left side of stage. Separate table for laptop
- No lectern is required for speaker. If lectern needed for introducer, please place to the side; several feet back from front of stage, in advance.

Note: For Luncheon or Dinner Keynotes, please ensure audience is not eating and table service is suspended for duration of presentation.

Set-Up Time: Ideally, Michelle prefers room access 30 - 45 mins in advance to set up, do A/V check, etc.

Breakout Sessions: Staging, Seating, Lighting, A/V as above. For room choice, please avoid lecture theaters if possible! (tiered seating)