



### **Susan Mann's Room and A/V Set Up**

The following is a list of room and A/V preferences. These are flexible if there are extenuating circumstances.

#### **Prep call:**

- Susan's speaking fee includes a call with the client to discuss their event goals and logistics. Specific needs can be covered during that call.

#### **Staging:**

- Provide a table or podium for the laptop (provided by organizer; see below) and provide remote to advance slides. Set table or podium a few feet back from front of stage so Susan can walk in front of it.
- Plenty of stage room to allow Susan room to move around.
- Front row close to stage (within 6 to 10 feet).
- For groups of 75 or more, provide a stage / elevated platform so participants in back of room can see slides.

#### **Lighting:**

- Susan prefers house lights are up enough to see the audience, because connection is an important theme.

#### **Seating:**

- Based on size of audience and type of event, theatre-style seating or seating in small groups around tables is possible. Plan to cover this with Susan during prep call.
- Do not overset room. It's better to have every seat taken than to have large gaps throughout the room and front rows empty. As people enter, encourage them to fill front of room first.
- If the room is rectangular, please set the stage area in middle of long wall, not the short end. For audience engagement, it's better to have people seated wide than deep.

#### **Microphones:**

- Wireless lavalier microphone.
- Based on client goals, may need mics for participants to come forward and share comments, ask questions.

**Screen, projection, media:**

- Client / organizer must provide media technician to ensure correct set up.
- Client / organizer must provide laptop, LCD projection system compatible with Windows and PowerPoint presentation.
- System must be able to handle videos and music.
- Susan will bring her PowerPoint presentation on a thumb drive to load onto laptop desktop provided by client / organizer.

**Handout:**

- To optimize the learning experience, Susan will provide a PDF file of handout that accompany the presentation.
- Client / organizer is responsible for printing high quality, color copies of the handout and distributing them at the event. May be handed out as people enter the room or can be placed on seats.
- Client / organizer is responsible for providing pens so participants can write on handout.
- Handout is for use one-time-only at the specific event and may not be used again or shared.

**Recording:**

- Video or audio recording of speaker's live programs is not permitted. Any recordings related to media interviews or promotional purposes must be approved in advance.
- Please advise audience members that filming and/or recording is not permitted.

**Other:**

- Set room temperature around 68 degrees Fahrenheit. A cool room is best for comfort and attentiveness.
- Ask audience to turn off phones, pagers, any other distractions before beginning.