

# Audio/Visual and Presentation Suggestions

Professionals know how to set up a room for maximum impact and address the needs of the audience. The ideal setting for an interactive session include the following:

## 1. Audio – Microphones, sound & recording

### ☐ Microphones

- ✓ Wireless lavalier or headset microphone;
- ✓ Backup microphone attached to the lectern;
- ✓ Hand-held or standing microphones for medium to large-sized audience questions;

### ☐ Sound

- ✓ Central PA sound system for medium to large-sized audiences;

### ☐ Audio/Video recording

- ✓ Usage mediums (e.g., internal archive, web-casting, pod-casting, broadcasting, sale, distribution) available upon request;
- ✓ Photos permitted;

### On studying a topic

*“Men give me some credit for genius. All the genius I have lies in this: When I have a subject in hand, I study it profoundly. Day and night it is before me. I explore it in all its bearings. My mind becomes pervaded with it. Then the efforts that I make are what people are pleased to call the fruits of genius. It is the fruit of labor and thought.”*

— Alexander Hamilton

## 2. Visual – Screens, lighting & monitors

### ☐ Screens

- ✓ Visible at lectern and to all audience members;

- ✓ Additional screens for larger audiences, at audience left and right;

### ☐ Lighting

- ✓ Adequate brightness for audience note-taking;
- ✓ Dimmer lighting for screen area;

### ☐ Monitors

- ✓ Primary (audience) display and secondary (speaker) display;
- ✓ Confidence monitor at speaker center floor, or audience back wall;

### On speaking

*“When you speak, forget action entirely. Concentrate your attention on what you have to say and why you want to say it. Put all the fire and spirit of your being into the expression of your thought. Be enthusiastic, sincere, deadly earnest.”*

— George Rowland Collins  
Platform Speaking

## 3. Venue – Technology, room layout & materials

### ☐ Technology

- ✓ Mini DisplayPort to VGA Adapter for MacBook Pro laptop;
- ✓ LCD projector, laptop computer, VGA cable & mouse;
- ✓ Laptop on stage with speaker, situated at small table or lectern;
- ✓ “Smart” podium & technology;
- ✓ Speaker’s slide deck (if used) pre-tested;
- ✓ Technical assistance available before and during delivery;

### On the desire to speak

*“It is necessary to have something, more than knowledge of the subject. You must feel that you have something to say that people ought to hear.”*

— William Jennings Bryan

### ☐ Room layout

- ✓ Table or lectern for laptop, speaker notes & clock;
- ✓ Classroom or “U” format for small to medium-sized audiences;
- ✓ Theatre or round-table format for larger audiences;
- ✓ Dais for larger audiences;
- ✓ Six foot (6’) skirted table near door for education materials display;

### ☐ Materials

- ✓ Presentation aids (e.g., take-aways, speaker notes, slides, literature, etc.) can be sent by client’s deadline and reproduced for attendees;
- ✓ secure copies of Richard’s other publications, retail booksellers and publishers can be recommended;

### ☐ Other materials

- ✓ Remote control screen advancer and laser pointer;
- ✓ Flip charts / white boards and markers for small to medium-sized audiences;
- ✓ Document camera for larger groups;

### ☐ Media Opportunities

- ✓ Media participation often available upon request.

Customer tailored satisfaction.

### Contact Information

1.416.767.6676  
speaking@boardexpert.com  
www.boardexpert.com/speaking