

## ROOM SET UP AND LOGISTICS

### AUDIO VISUAL

PLEASE PROVIDE THE FOLLOWING AUDIOVISUAL EQUIPMENT:

- WIRELESS LAPEL MICROPHONE
- WIRELESS HAND HELD MICROPHONE
- PROJECTION UNIT FOR CONNECTION TO MY LAPTOP
- REAR PROJECTION SCREEN AT CENTER BACK OF PLATFORM OR TWO SCREENS, EACH TO ONE SIDE OF THE PLATFORM

### PLATFORM AND SEATING

WHERE THE EVENT AGENDA REQUIRES ALTERNATE SET UP, I AM HAPPY TO COMPLY. WHERE POSSIBLE, I RESPECTFULLY REQUEST:

- CLASSROOM SEATING WITH TABLES
- CHEVRON FORMATION WITH CENTER AISLE
- RAISED PLATFORM AT LEAST 8 FEET WIDE BY 4 FEET DEEP AND 1 FOOT HIGH
- STEPS TO PLATFORM AT FRONT ON LEFT AND RIGHT
- PODIUM TO FAR LEFT OF PLATFORM
- SMALL ROUND TABLE ON PLATFORM WITH WATER

### TRAVEL

PLEASE PROVIDE THE FOLLOWING WHERE REQUIRED:

- FIRST OR BUSINESS CLASS TRAVEL FOR FLIGHTS OF OVER 4 HOURS
- AIRPORT TRANSPORTATION TO AND FROM HOTEL
- HOTEL ROOM, NON-SMOKING, PRIOR TO OR AFTER THE MEETING BASED ON TRAVEL

### RECORDING

PRIOR WRITTEN PERMISSION MUST BE GRANTED PRIOR TO EVENT FOR ANY RECORDING OF THE PRESENTATION. A RECORDING FEE WILL APPLY.