

# Speaker/Trainer Logistics

Audio/Video Equipment, Room Set Up, Travel



## **Speaking Engagement (100+ participants)**

Microphone – lavalier or head set

Projector and wireless remote

Large screen (usually on stage right or back of room)

Stage riser with steps toward audience (6 – 18 inches depending on audience size)

Tall bar stool

Material table towards back of stage

Flip chart with markers (stage left)

Small table for laptop

Electrical plugs, digital connections to projector and sound

Audience seating can be round table or classroom setup with rectangular tables

## **Training Session (20-50+ participants)**

Microphone – lavalier or head set

Projector and wireless remote

Screen with projector or large LCD TV with VHS/digital connector

Tall bar stool

Material table towards back of stage

Flip chart with markers

Small table for laptop

Electrical plugs, digital connections to projector and sound

Audience seating can be round table or classroom setup with rectangular tables and enough “desk space” for writing and note taking

**Small group workshop, 5-10 participants** (Team building or leadership group)

LCD TV or large monitor with VHS/digital connector

Material table

Flip chart with markers

Audience seating can be a conference table or small tables arranged in square or open box and enough "desk space" for writing and note taking

**Travel**

**AIR**

Business Class or Coach Air ticket (window seating preferred)

**GROUND**

Taxi or Limo pickup at airport preferred

Rental car is an option – please discuss this with us first, particularly if arrival is after dark.

**HOTEL**

At conference site or near, please arrange transportation if the latter

Non smoking room, single king or standard double beds

For convenience please select a hotel with a restaurant and room service availability