



(Document JPC-1C)

Materials to Help Meeting Planners

SUGGESTED AUDIO-VISUAL SETUP FOR JOHN PALING'S PRESENTATION USING VIDEO ONLY

What follows is intended to deliver the best results for your audience. Please note that we are very flexible and willing to work with our clients and the audio-visual experts at the meeting facility.

As such, it may be helpful to send this sheet to the audiovisual company or staff responsible for the presentation and then arrange a three-way telephone discussion to ensure that the arrangements match the style and budget that the meeting planner expects.

Dr. John Paling is a speaker who enhances his message by incorporating video segments of wildlife which he narrates live. This requires that the video's sound track is heard through the public address system at the same time as the narration from the stage microphone via a simple audio mixer. (The sound tracks are "music and effects" — Dr. Paling's words come from the stage and the music and sound effects come from the video.) The lighting should permit the speaker to see the audience during the speech but be blacked out during the video segments. More specifically...

ROOM THAT CAN BE BLACKED OUT: *The presentation will not be a success if the room cannot be completely blacked out and there is still daylight outside.*

VIDEO FORMAT: *We prefer DVD-R, a modern format with a higher quality than the old VHS video. The DVD should be projected from a separate DVD player (not a computer) and, for optimal quality, should output a "component video signal" which maintains its component continuity until it enters the LCD projector (see below.)*

LCD VIDEO PROJECTION- FOR VIDEO PRESENTATION

A Powerful LCD Video Projector to connect up to the DVD Player and project the video for the audience. Ideally a projector of 2000 or more lumens gives best results. The audio-visual advisors for the facility will know best what gives optimal results. The projector should be tested and set up by a technician prior to the presentation. The technician should be on hand (or on immediate call) during the program in case of malfunctions of the equipment.

A LARGE, CENTRALLY LOCATED SCREEN FOR THE VIDEO
Projection can be front or rear screen

A STAGE OR RISER
Paling is 5' 8" and prefers to be able to see all his audience as he speaks.

SEATING ARRANGEMENTS

This is often predetermined by other factors. However if moveable seating is available, let's talk! Optimum visibility of the video screen is paramount.

Please contact John Paling directly with any questions. (352) 377 2142 or e-mail at johnpaling@trci.info

❑ **SPEAKER POSITION, PODIUM & MICROPHONES**

John Paling does not choose to speak from behind a podium but would like to have a podium for water or reference books. Ideally the podium should be far stage right (left-hand side from the audience's point of view). The podium must not obstruct the audience's view of the screen.

❑ **MICROPHONES.**

Paling prefers a wireless radio lavalier microphone so that his hands are free to emphasize points. (The introducer will need a separate podium microphone. If this microphone has a 15' cord attached, it also serves as a backup if Paling's wireless microphone causes problems.)

❑ **LIGHTING**

Simple but well placed lighting can greatly enhance the audience's appreciation of the event and invariably influences the perceived quality of the presentation by making it more or less theatrical.

Ideally, there should be two pre-planned lighting setups.

1. One lighting level for the introduction and those parts of the presentation when no visuals are involved. This level should concentrate light across the stage area while the room lights are dimmed but still permit the audience's expressions to be clearly visible by the speaker.

2. A second lighting level is needed for when Paling is narrating the video. The hall should be as dark as possible. (For ideal quality, a prefocused spotlight should illuminate a single predetermined speaker position at one side of the stage. This spotlight must not spill on to the screen and so wash out the picture in any way. This is possibly overkill for some meetings)

❑ **STAFFING**

- *Lighting operator*
- *Sound engineer to make sure microphones work and the stage microphone and the sound from the video are balanced.*
- *Video technician to check the a/v equipment well in advance of the performance.*

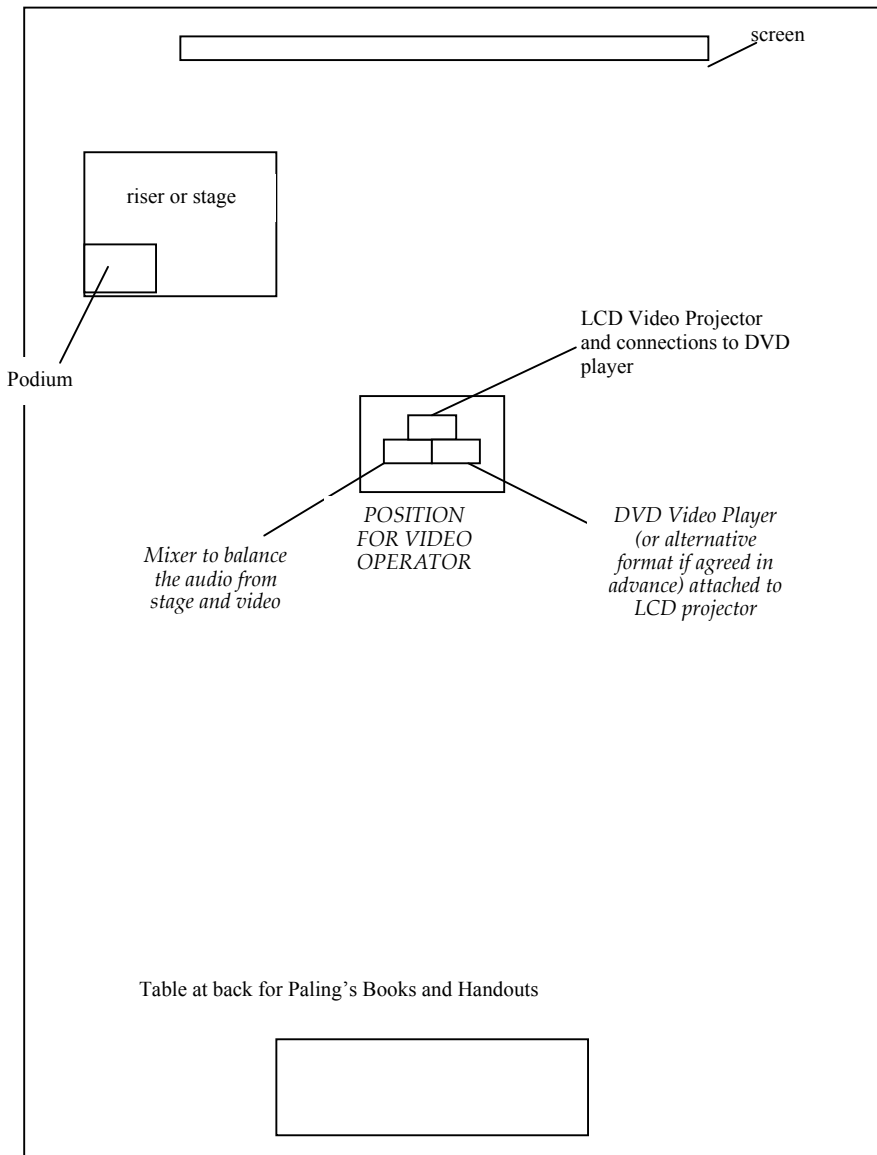
NOTE: In some facilities, these three staff roles may all be carried out by the same person. This depends on the size of the facility, the location of the various controls, and the level of

theatricality appropriate for the meeting. Whatever the setup, John Paling would prefer to have someone appointed to switch the equipment on and off as well as handle the lights so that he can keep his attention focused on the audience.

Please call directly if a discussion would help with planning the setup.

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Ideal room set up for John Paling's Presentations



□ ***Ideally the screen should be placed against the narrow wall of the room as shown.*** Since Dr. Paling uses his wildlife videos to illustrate points from his talks, and since most video projection systems offer poor viewing for those at the sides, it's better if the set-up and audience seating is deep rather than wide. Thank You.

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