



Materials to Help Meeting Planners

SUGGESTED AUDIO-VISUAL SETUP FOR JOHN PALING'S PRESENTATIONS *USING DVD-R AND POWERPOINT*

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

Since few speakers incorporate high-quality video segments into their presentations, some meeting planners may not have experienced a set-up like the one described here. It may be helpful to FAX 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. 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. (The sound tracks are "music and effects" tracks—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 dimmed or blacked out during the video segments so that the audience can clearly view the video material. More specifically...

VIDEO FORMAT: *We prefer to use DVD-R, rather 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.)*

POWERPOINT PRESENTATION
Cables and/or adapters will be needed to connect Paling's Dell PC Inspiron 3700 laptop computer to the projector unit (see below); Paling prefers to be able to control his PowerPoint presentation with his wireless remote mouse from the stage while having his computer on the Tech Table.

LCD VIDEO PROJECTION- FOR DVD (VIDEO) AND POWERPOINT PRESENTATION

The SAME Video Projector can serve for both parts of the presentation. The audio-visual advisors for the facility will know best whether rear screen projection is desirable. The projector should be 2000 lumens or more and 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.

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

❑ SEATING ARRANGEMENTS

Optimum visibility of the video screen is paramount.

❑ 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

Ideally, there should be three 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.)*
- 3. A third lighting position for times when PowerPoint is being used. This can be preset during rehearsal but should be as bright as the visuals permit.*

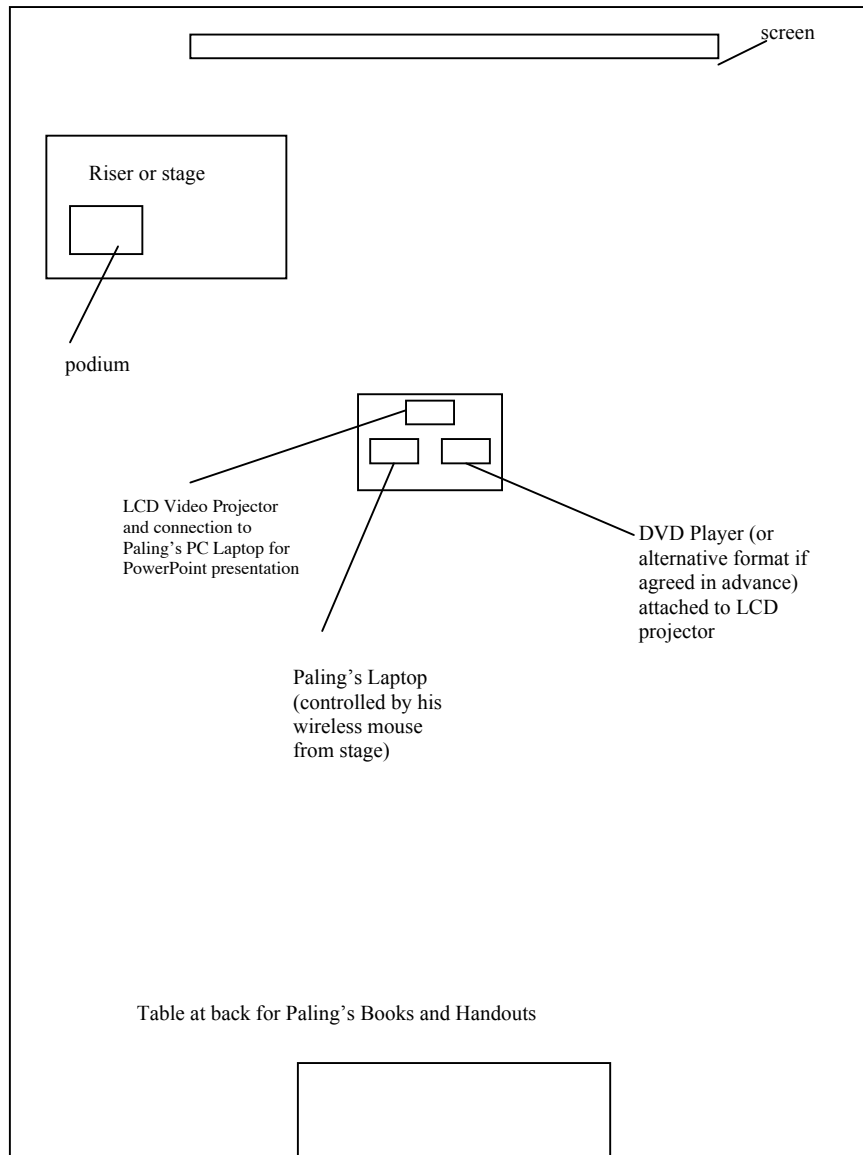
❑ STAFFING

- Lighting operator*
- Sound engineer to make sure microphones work and the stage microphone and the sound from the video are balanced.*
- Video projectionist/engineer to check and run the equipment and ensure compatibility of the computer and projector well in advance of the performance.*

NOTE: In some facilities, these three staff roles may all be carried out by the same person. 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 John Paling directly if a discussion would help with planning the setup.

Ideal room setup 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 DVDs/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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