



Materials to Help Meeting Planners

SUGGESTED AUDIO-VISUAL SETUP FOR JOHN PALING'S PRESENTATIONS **USING ONLY 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.

☐ POWERPOINT PRESENTATION

Cables and/or adapters will be needed to connect Paling's Dell PC Inspiron 3700 laptop computer to the LCD projector unit on the tech table (see below); Paling prefers to be able to control his PowerPoint presentation with wireless mouse on the stage.

☐ LCD VIDEO PROJECTION FOR POWERPOINT PRESENTATION

☐ A LARGE, CENTRALLY LOCATED SCREEN

☐ A STAGE OR RISER

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

☐ 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.)

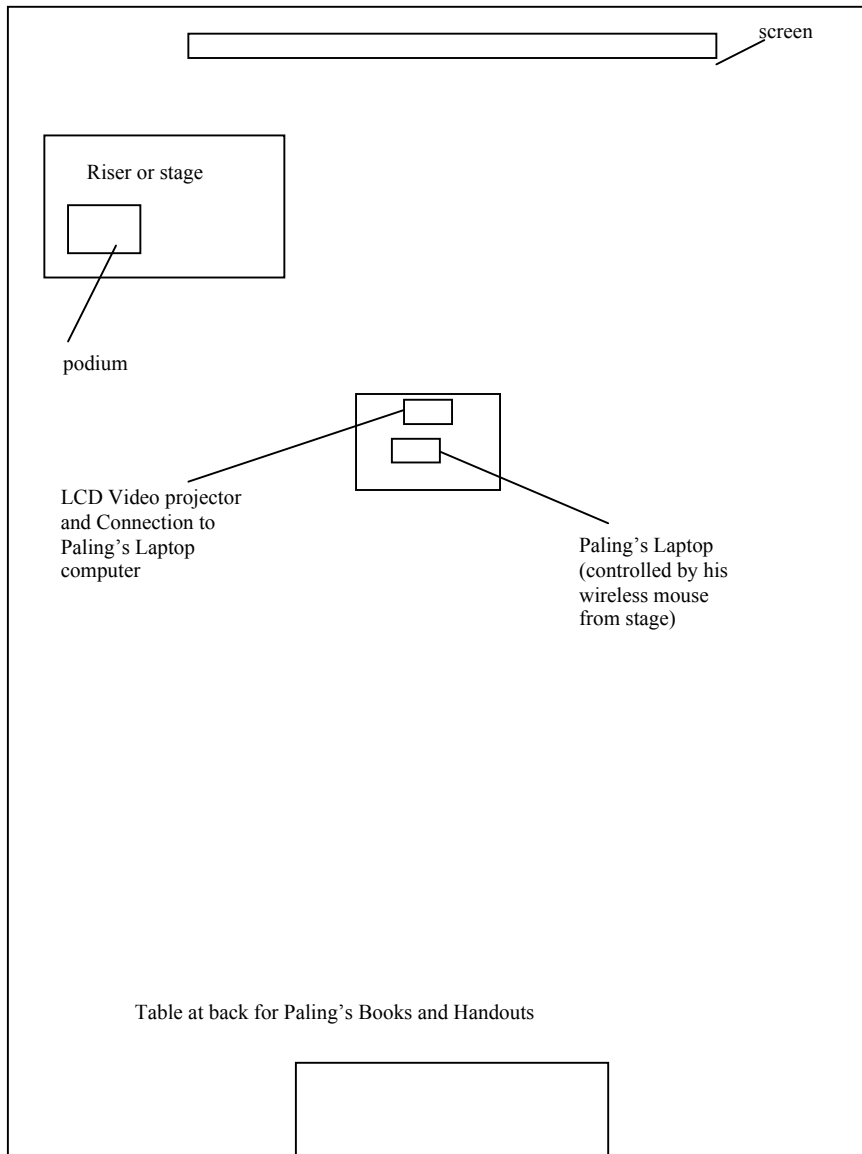
☐ LIGHTING

☐ STAFFING

- *Video projectionist/engineer to check the equipment and ensure compatibility of the computer and projector well in advance of the performance.*

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

Ideal room for John Paling's Presentations



Thank You.