

Mary Kelly A/V and Room Set-up Preferences

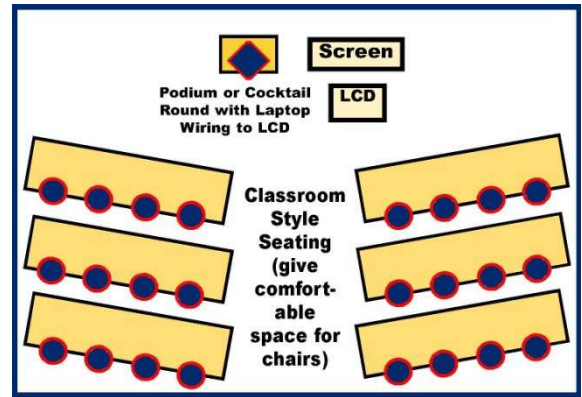
AUDIO VISUAL

MICROPHONE

Lavaliere (lapel) microphone preferred.

SCREEN – Large LCD screen(s) – as large as possible! Please use two screens if they aren't large enough for attendees to view small text (like Microsoft Outlook) projected.

PROJECTOR – Powerful LCD projector for PowerPoint and video projection. Please set the projector to the side of the stage, not on it or behind it (don't project on to the stage where Mary will be walking, otherwise the light will shine in her face).



LAPTOP – Mary will bring her own laptop and remote to run her PowerPoint slides.

ROOM SET-UP

RISER/STAGE – Please use a stage if there are over 100 participants (so everyone can see her). Mary wanders and doesn't speak from behind the podium.

PRODUCT TABLE – Two 6-foot skirted product tables in the back of the room or off to one side for book sales (at the conclusion of the presentation) -- to be manned by an event person. Second table with chair is used for book signings.

MISC.

TEMPERATURE – No colder than 70 degrees, please.

KEYNOTE Set-up Preferences (If less than 40 Participants)

Mary does not need a microphone, sound, extra cabling, risers or podium.

PROJECTOR PLACEMENT – Please set the projector on a six-foot, draped table (unless ceiling mounted), set perpendicular to the screen. Mary will use table for laptop and materials. A projector stand will not be needed.

Thank You!

Mary C. Kelly