

# Room Set Up for Ava Diamond's Program

*Please share this page with the AV/Room Set-up Coordinator*

Ava uses **high impact visuals** to emphasize her main points. The set up below will **create the best experience for your audience**. Thank you!

## Visuals:

- **LCD Projector** (at least 2000 lumens)
- **On-site audio/visual support** to troubleshoot before and during the presentation
- **Screen (8' or larger**, the larger the audience, the larger the screen) **on a riser** in the right corner of the room from the audience's perspective (*DO NOT put the screen in the front center of the room.*)
- **Darken the lights that are directly over the screen** (i.e., loosen the light bulbs or remove them.)
- Ava will bring her slide show on her laptop. Ava can also bring her presentation on a flash drive to be used in **your in-house computer projection system**. If this program is **outside the U.S.**, let's discuss what's best.
- Please check with Ava to see if she will be using **sound/video** in your program.
- **Ava will need to be able to see her laptop** from the stage.

## Room Set Up

- Please provide a **riser if there are more than 50 participants** so everyone can see Ava.
- Please place a **small skirted cocktail round** for Ava's laptop and materials, and **remove everything else from the stage** (head table, podium, etc).
- If the podium is needed for announcements and cannot be removed before Ava's program, please place it in the **back corner** so she can utilize the whole stage during her presentation.
- **Extension cords** (Provide as many as needed for the space)
- Please have a **bottle of water** with no ice.
  
- **Set chairs to face the longest wall** (i.e. set the room wide, not narrow).
- Seat the **audience as close to Ava as possible** with each chair facing Ava. Allow no more than 10% open chairs.
- Please light **the room as fully lit as possible, especially the stage**.

*If you have any questions, or if your venue can't accommodate this set-up, let's discuss what would be best.*

## Microphone:

- Please have a **wireless lavalier microphone** with windscreen available, and make sure there are extra batteries available

## Set Up Time:

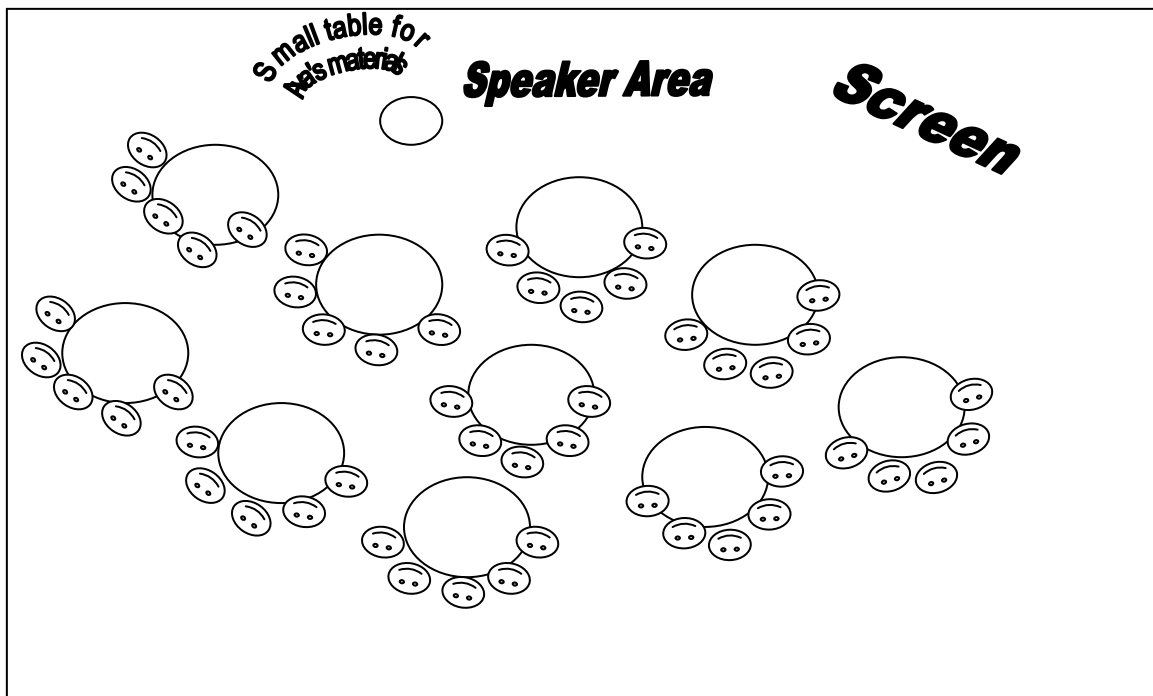
It is optimal to have 30 minutes to set up Ava's AV equipment. If there is less than 30 minutes to change from one presenter to Ava please coordinate that switch with her. Sometimes it is helpful for Ava to set up all her equipment on an extra AV cart (waist high) so that when the session before Ava's is over, she can just wheel her cart to the front of the room and plug everything in. This can be done in 15 minutes if all the plans are orchestrated strategically.

## Handouts:

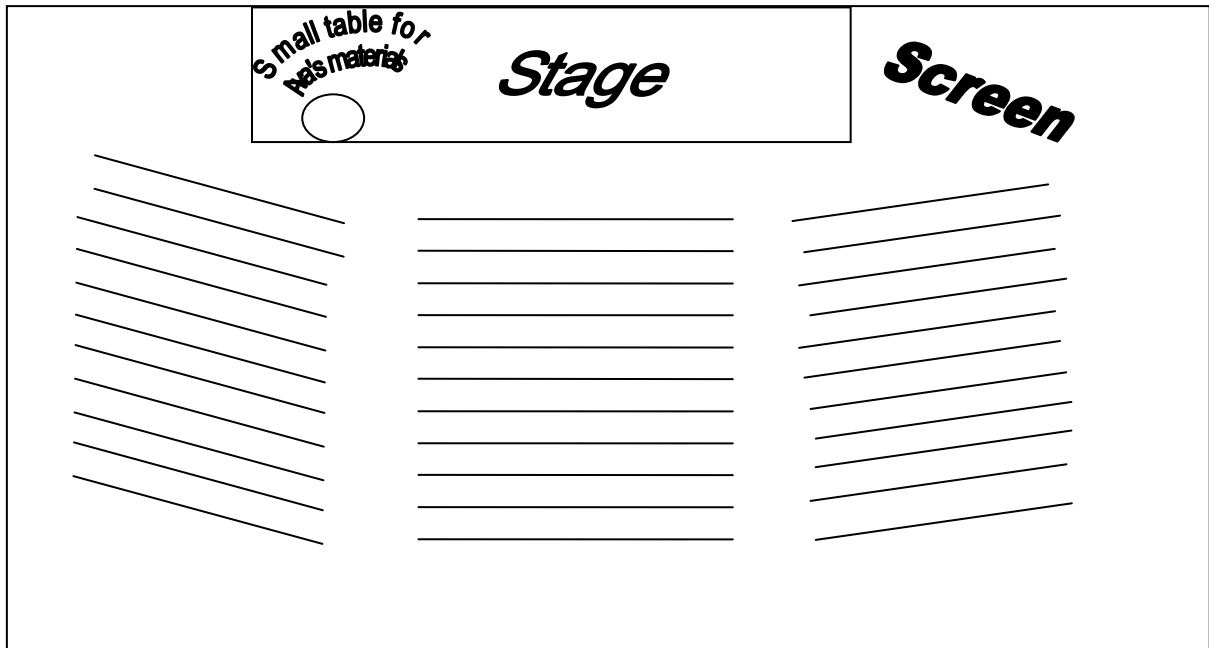
A master set of handouts will be provided for the meeting planner to duplicate. It would be helpful to have volunteers to pass them out, and to collect evaluations and distribute the bonus handouts at the end of Ava's program.

## Room Set Up Diagrams *(please contact Ava if you have any questions)*

**Round Table Set Up** (please set chairs so all participants will be facing the speaker and no one's back is to Ava)



## Theater Style Set Up



## Classroom Style Set Up- 18" deep rectangular tables

(if it is training, please make Ava's table a six foot draped table)

