



ORGANIZATION: _____

MEETING DATE: _____

We are happy to provide you with the following set-up requirements to assist you in planning for a successful meeting. Please contact our office if we can answer any questions or be of assistance.



Technology and Office Solutions for a Healthier Practice

AUDIO/VIDEO

- Cordless lavalier microphone (and spare battery)
- LCD projector which interfaces with appropriate connections to be used with Macbook laptop computer using Microsoft Office PowerPoint for slide presentations
- Audio feed from laptop through the house speakers
- A single projection screen optimally placed for audience viewing based upon the room
- Lights near the screen should be able to be turned off on demand to avoid washing out clinical slides

SPEAKER

- Small rectangular table on the floor (appropriately powered and cabled) to hold laptop and speaker notes
- Water, bottled or in a pitcher
- Captain's chair or bar stool

SEATING

- 1st choice: classroom style
- 2nd choice: lecture style