

Room Setup and A/V Information for Dawn Bjork Buzbee

In order to ensure an enriching experience for your participants, I use computer-based presentations and demonstrations. Your help in establishing the atmosphere and providing the appropriate media will ensure that the audience has a positive impression of technology and leaves feeling informed and excited about the topic.

Please call or e-mail if you have questions or if any of the requests below present a problem. My goal is to make this a pleasant and effective experience for you and your participants.

Thank you, Dawn

Audio Visual Equipment

Please provide the following equipment:

- ▶ LCD projector.
- ▶ If more than 40 people, wireless lavalier microphone (preferred). If corded microphone, cord that is long enough to reach back row.
- ▶ Screen (preferred 8 foot by 8 foot minimum) with the top of screen extended as high as possible. When possible, place screen in the right corner of the front (as you face the stage).
- ▶ If possible, dim or remove light bulbs above the screen.
- ▶ Speakers appropriate for the room size, with a connector for a 1/8" stereo mini-plug connected to the computer.
- ▶ A heavy gauge extension cord with extra power outlets.
- ▶ In training rooms with a corporate or agency computer setup, I will be bringing presentation and example files on a flash drive or CD.

Room Setup

In the front, please provide:

- ▶ Lecture/podium at the front of the room with A/V and electrical connections.
- ▶ Draped six-foot table left of stage center (as you face the stage).
- ▶ Six-foot table near door for educational materials display.
- ▶ An A/V table for the LCD projector with an electrical outlet.
- ▶ 2 flip charts with markers (sessions longer than 1 ½ hours).
- ▶ Please set the room wide rather than deep.
- ▶ At least 6 feet between my table and the front row.
- ▶ Prefer room temperature NO HIGHER than 68 degrees.

Ideally, I would like access to the room at least an hour before the presentation or even the evening before. At that time, I will need to check the projector, lights, light adjustments, and the sound systems.

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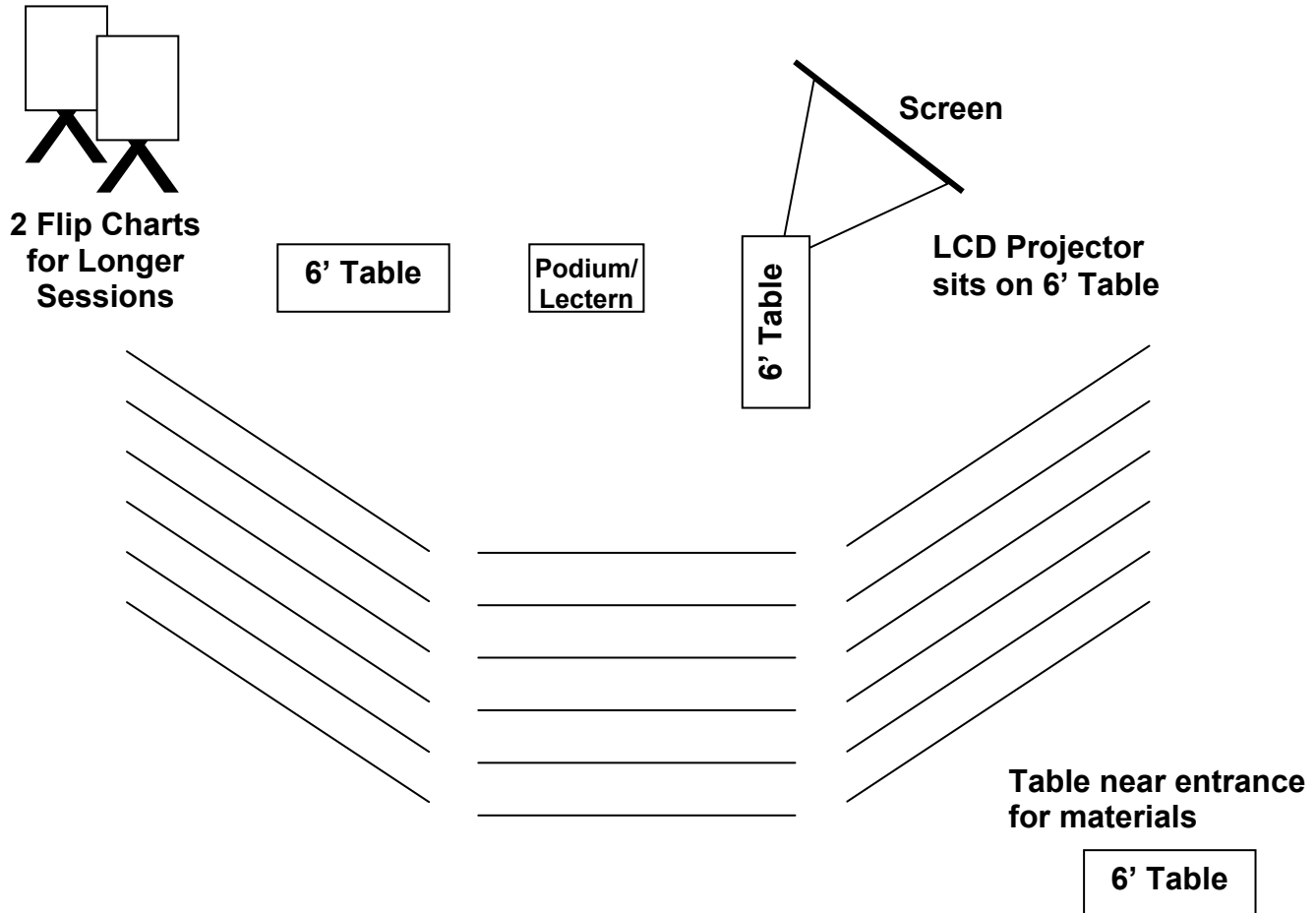
The **Software Pro**®

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Room Setup and A/V Information for Dawn Bjork Buzbee Preferred Seating Configuration

To create the optimal audience experience, we've found this seating configuration works best.

Chevroned Classroom – Setup #1



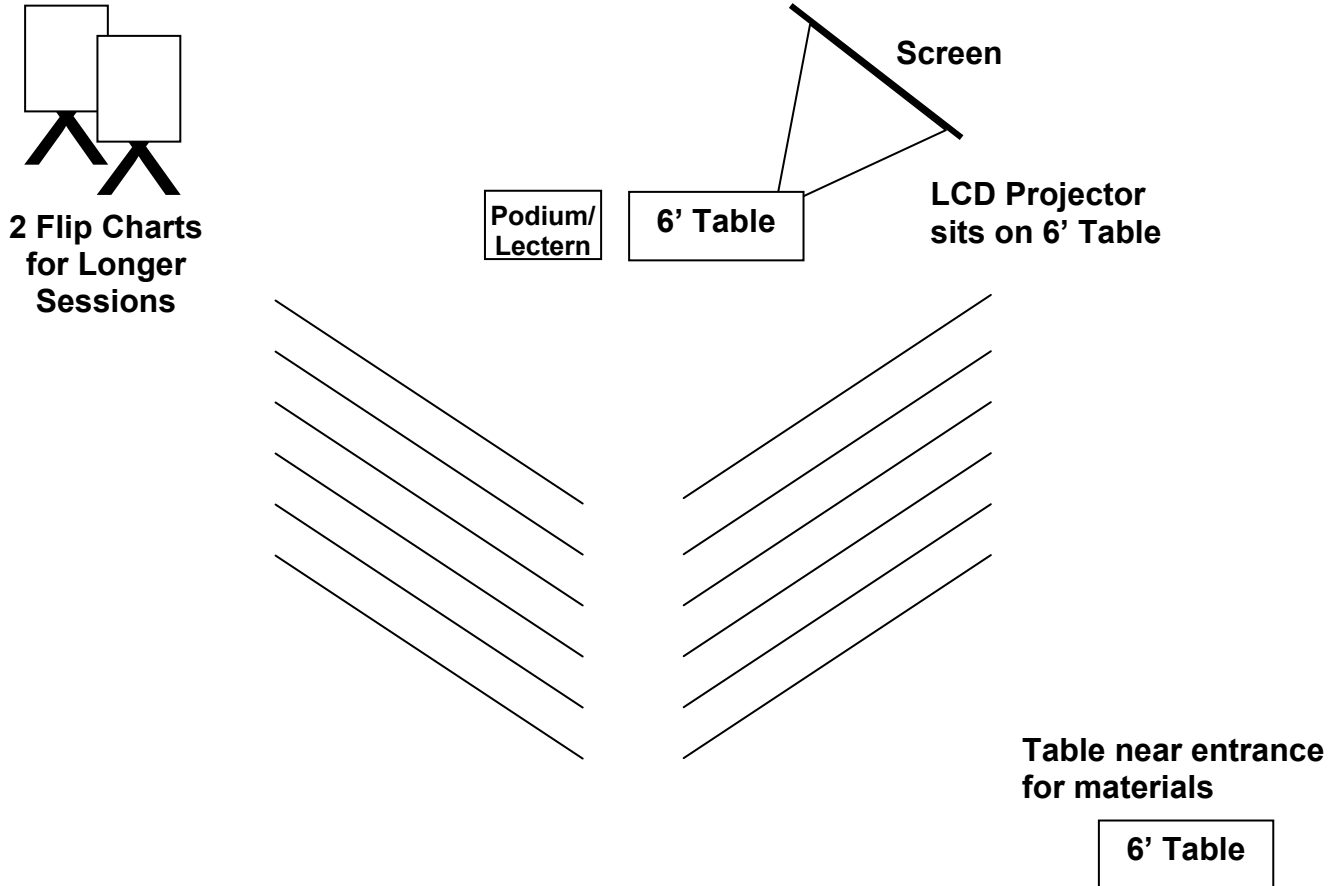
- ▶ If possible, please set up classroom style with tables and chairs.
- ▶ Angle tables for all to have easy visibility of screen.
- ▶ Screen angled to speaker's left.
- ▶ No straight rows all the way across room.
- ▶ No center aisle.
- ▶ Tables should be set far enough away from walls so someone can easily walk between table and wall.
- ▶ **Note:** in meeting rooms with a fixed projection screen in the center, please move podium and table to stage left (as you face screen).

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Chevroned Classroom – Setup #2 (smaller rooms/groups; training sessions)



- ▶ If possible, please set up classroom style with tables and chairs.
- ▶ Angle tables for all to have easy visibility of screen.
- ▶ Screen angled to speaker's left.
- ▶ No straight rows all the way across room.
- ▶ Tables should be set far enough away from walls so someone can easily walk between table and wall.
- ▶ **Note:** in meeting rooms with a fixed projection screen in the center, please move podium and table to stage left (as you face screen).

Updated: 09/12/2008

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