

AUDIO VISUAL REQUIREMENTS (*Lecture*)

Please furnish the following items:

- One screen minimum 8 foot- centered at the front of the room on risers if ceiling permits. (Note: 6 foot screens result in a poor show.)
- One LCD projector and hookup for laptop (Windows® based PowerPoint®)
- One wireless Lavalier Microphone

OTHER REQUIREMENTS:

- Room should have blackout capability with variable light controls.
- Podium is necessary with tall barstool.
- 2 quarts bottled water
- Please see diagram below for suggested room layout.

Thank you very much for your cooperation in making certain that these requirements are met.

