



Suzanne F. Stevens – A/V and Room Requirements

Room set-up is crucial for presentation success! Suzanne wants to ensure that your attendees experience a wonderful, memorable session. As her sessions are highly interactive, lighting and seating are a key component to creating a great atmosphere!

Main Stage Presentations:

- Stage: high enough for everyone to see Suzanne
- Seating: depending on room size, half-rounds are first choice, or theater set up with chevron style seating, including a center aisle.
- Seating to be arranged as **close to the stage as possible**, so as not to create distance between Suzanne and your audience
- Full house lights at all times to maintain high energy. Full stage wash. Suzanne may ask about the stage backdrop if known in advance, so her clothing doesn't blend into the background
- Full lighting on speaker (no spotlights please).
- Wireless lapel microphone (with fresh batteries and back-up hand-held mic ready in case)
- Wireless hand-held microphone available (for audience members)
- Sound chord for laptop
- LCD Projector and Screen/s
 - Large screen either stage right or two screens on both sides of the stage if possible. Please let Suzanne know if split-screen is being planned (i.e. Speaker on one screen, Power Point on another)
- Suzanne likes to have her computer in eyeshot if possible. If not a computer, a monitor where her PowerPoint is displayed.
- Suzanne brings her own Mac laptop, including all appropriate cables for LCD projector. Her presentation is created in 16 x 9 format, pre-loaded onto her computer with back-up on member stick. Suzanne will bring remote clicker to advance slides. Please have a back-up clicker available.
- Small round table for room temperature water, props, placed left side of stage. Separate table for laptop
- No lectern is required for speaker. If lectern is needed for introducer, please place to the side; several feet back from front of stage, in advance.

Note: For luncheon for dinner keynotes, please ensure audience is not eating and table service is suspended for duration of presentation.

Set-Up Time: Depending on the nature of the engagement, Suzanne will be there the day prior i.e. at convention, or a minimum of 60 minutes prior to set-up and conduct a sound check.

Breakout Sessions: Staging, seating, lighting, A/V as above. For room choice please avoid lecture theaters if possible (tiered seating).

YouMeWe Group

www.youmewe.ca

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