



Audio/Visual Requirements & Successful Meeting Tips

Mary Morrissey takes her commitment to your organization quite seriously. She understands that you have invested a great deal of time, money, and energy into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment and receive the best presentation possible.

AV Requirements

- Mary uses a **LAVALIERE MICROPHONE**. Wireless is preferable, but not mandatory. Please make sure that the AV department has a back-up microphone available at all times. Our suggestion would be to have someone from your group assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.
- Mary uses **Microsoft POWERPOINT** throughout her presentation. Mary will require a LCD Projector and the cable to connect it into her laptop PC. The images will be shown at a resolution of 1024x768. As long as the projector used can handle this, it will work fine. **Key point:** the projector should be able to show 500 lumens or more. Please also provide a 6' draped table for her to place her laptop and organize her materials on.
- Mary has **VIDEO CLIPS with SOUND** embedded in her **POWERPOINT** presentation. Please have an audio line 1/4 inch mini-jack to connect from her computer to your sound system.
- If you prefer Mary's presentation to be controlled from back-stage, providing her a clicker, **PLEASE** make sure that there is a monitor for Mary to see what is being projected on the screens if they are not within his line of site.
- On stage, where she is placing her materials, please have a bottle of purified water for Mary.

Recording Devices

- Audio and/or video taping is available with **PRIOR WRITTEN AUTHORIZATION**.

Tips & Suggestions

- Theater or classroom seating is preferable, in chevron style seating. We understand that when planned on or around a meal, this is not possible.
- When the room is rectangular, please have your stage positioned in the center of the long wall. This assists greatly in creating intimacy between your audience and anyone who is on stage.

- For the benefit of your audience, and Mary, please request from the hotel or auditorium management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Mary is presenting her keynote or seminar.
- It is difficult to build intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up AFTER the speaker's presentation.
- When a photographer is present, please ask them to refrain from taking photos the first 15 minutes of the program. This can be distracting to the speaker and audience.
- Please make sure the room is well lit especially the staging area. People remember more and laugh more in bright rooms. Mary prefers to see the faces of the audience. This allows her to see how they are responding to her presentation.

For questions or concerns, please contact our office at (503)-922-3460