



AV REQUIREMENTS

Kathleen takes her commitment to your group 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 by receiving the best presentation possible.

Successful Meeting Tips

Mics & Tables

- Kathleen prefers a behind the ear mic when possible. 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.
- Please have water available for Kathleen
- Audio and/or video taping is available with PRIOR WRITTEN AUTHORIZATION. This includes any modification to the presentation. If the presentation is edited or cut in any way for public use, Kathleen must approve it before release.
- Please have a table available for Kathleen's products and someone available to assist her during the day of her presentation.

- Theater or classroom seating is preferable. We understand that when planning on or around a meal, this is not possible.
- If the event is in a hotel, for the benefit of your audience, and Kathleen, 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 Kathleen 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. Kathleen prefers to see the faces of the audience. This allows her to see how they are responding to her presentation.