

AV REQUIREMENTS

PREPARING FOR ERIC CHESTER'S GENERATION WHY MULTIMEDIA PRESENTATIONS

ROOM ARRANGEMENT

The ideal room arrangement allows for all audience members to be able to see and hear Eric and see and hear his PowerPoint presentation without visual obstruction. For presentations to audiences of fewer than 200, classroom style set-up is preferable; for larger groups, auditorium seating is suggested. If rounds are used, the audience members should be positioned in a semi-circle facing the front.

STAGE

For groups that exceed 100, it is advisable to provide staging to elevate Eric so that those in the back can see him. The staging should be positioned as close to the front row of audience members as possible to create a setting that is as intimate as possible. When considering staging, Eric prefers to stand on an elevated surface above floor level commensurate to room size (6" to 8" risers for small rooms; higher for larger rooms). The stage should be a minimum of 8' x 12' and be free of tables, chairs, and podiums.

SOUND

Eric prefers a cordless lavalier microphone using a brand new battery. A corded hand-held microphone should be readily available as a back-up. Eric's mic should not be the one used to introduce him.

AUDIO/VISUAL REQUIREMENTS

Eric will integrate a multimedia PowerPoint presentation into this program, and he will bring his own laptop and wireless remote. To assure success for his media, please provide the following:

LAPTOP/MONITOR

Using a wireless remote, Eric navigates his slide presentation and asks that an AV cart or small cocktail table be set near the front of the stage (but not on the stage) where he can place his laptop. This way, he can glance at the laptop's monitor and know what slide is on the larger screen without having to turn around and look at the screen.

SCREEN

In larger rooms, Eric asks that a screen be positioned slightly off the center of the stage so he is not walking between the beam of the projector and the screen. In smaller rooms, a video screen will need to be positioned in the front corner of the room (in a corner where there are no entry doors). The screen should be positioned so that all audience members can view it. Please exercise care that no direct light is upon the screen—if lights above it cannot be dimmed, please see that they are disconnected.

PROJECTOR

Eric will need a video/data projector to interface with his laptop computer. This should be a late model projector (minimum 1024x768 VGA resolution with at least 1200 ansi-lumens) bright enough to be seen on the screen without dimming the room lights. The projector should be positioned on an A/V cart aimed at the screen with an electrified power strip connected to it.

SOUND

Please provide a patch cord from the Projector AV cart to the house sound system (or mixing board) wired with a mini plug adapter so that the entire audience may hear the audio segment from Eric's laptop.

LIGHTING

The room needs to be fully lit to maintain a high energy level in the audience. Again, unless the projector is extremely bright, please ensure no direct light is reflected on the screen. Stage may be lit from end to end. Please do not use a follow spotlight.

HANDOUTS/WORKSHEETS

If appropriate, Eric will send a master handout/worksheet to be duplicated for all program participants prior to the presentation. Eric asks that these not be distributed to the audience before his program.
