

# Audio Visual and Set-up Requirements

We are happy to provide you with the following set-up requirements to assist you in planning for a successful meeting. Please feel free to contact our office if we can answer any questions, or be of assistance.

## Audio/Video

- Cordless lavalier microphone with spare battery
- Hand-held, cordless microphone for audience participation
- Projector which interfaces with Lenovo laptop computer using IBM Compatible Microsoft Office PowerPoint slide presentation
- Audio Feed from laptop through house speakers
- Laser pointer
- Projection screen located at front right corner of the room

## Speaker

- A small table and regular chair at the front of room, just to the right and in front of the lectern for the demonstration within the presentation of actual TScan data on a laptop computer
- Small rectangular table near door for Additional T-Scan information and for recording demonstrations on attendees
- Large Flip Chart pad (20" x 23") easel, and flip chart markers
- Cold water pitcher and a glass or bottled water

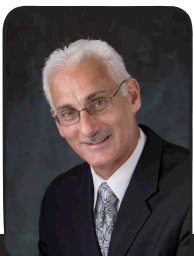
## Seating

1<sup>st</sup> choice:

Classroom style (tables to write on and hold laptops of attendees if needed; set up in a chevron formation)

2<sup>nd</sup> choice:

Lecture style for larger groups and non-Training programs



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