



FOSTER INSTITUTE

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Audio/Visual Requests

Mike travels with his own computer(s).

For audience size up to 50, Mike has his own video projection unit that he will bring. For more than 50 attendees, please provide a high-brightness video projection unit.

Please Provide:

- Projection screen, 8 foot by 8 foot minimum, tall enough for all participants to see over the heads of fellow participants.
- A heavy gauge extension cord with two extra power outlets under speaker's table for video projection unit and laptop computer.
- If the room has windows, please ensure they have curtains, blinds, or some way to dim the room if necessary in order to make viewing the projection screen easier. This is important please.
- Please allow two or three feet of space at the end of the table (or a separate table) for Mike to setup his laptop and video projection unit
- Please ensure that the screen is at least six feet away from where the video projection unit will be set up

Please call or e-mail if you have any questions and/or suggestions on how this documentation can be improved to be more self-explanatory.

Heavy gauge extension cord with two extra power outlets:	Too thin:
	