



Audio/Visual Requests




Mike travels with his own computers.

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.

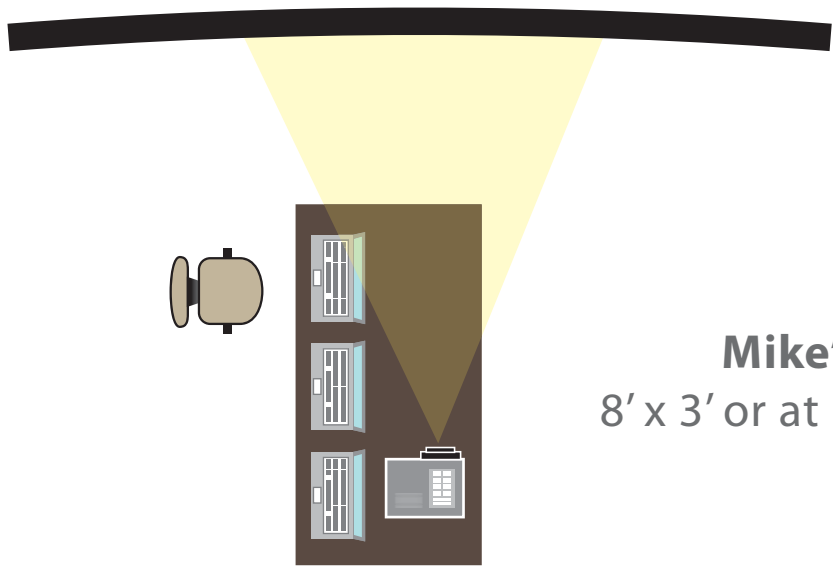
Please Provide:

- Projection screen, 5 foot by 5 foot minimum, tall enough for all participants to see over the heads of fellow participants.
- A big-screen TV is not large enough unless you have a very small group of 5 people.
- A heavy gauge extension cord under or in speaker's table for video projection unit and laptop computers.
- 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 space at the end of the table (or a separate table) for Mike to setup his laptop and video projection unit. Please provide at least 6 feet by 2 feet – please see diagrams below.
- Please provide a chair for Mike.
- Please ensure that the screen is at least six feet away from where the video projection unit will be set up. Further is better if you have room.

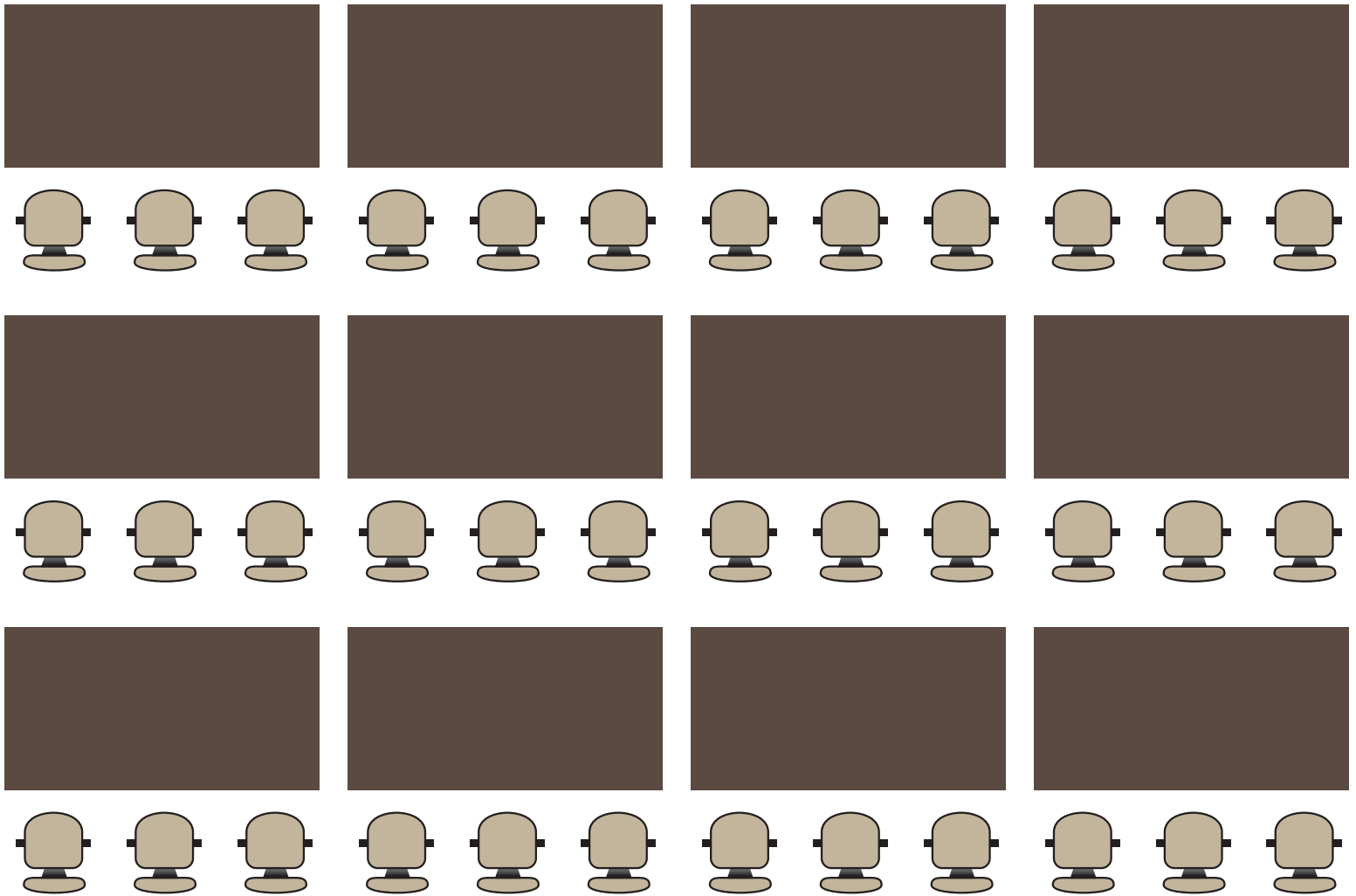
Please call or e-mail if you have any questions

Heavy “thick” extension cord:		Mike brings his projector Big screen TV is too small.
		

Classroom Layout



Mike's Table
8' x 3' or at least 6' x 2.5'



3 people per 6 ft table

LEGEND



PC



VPU



Chairs

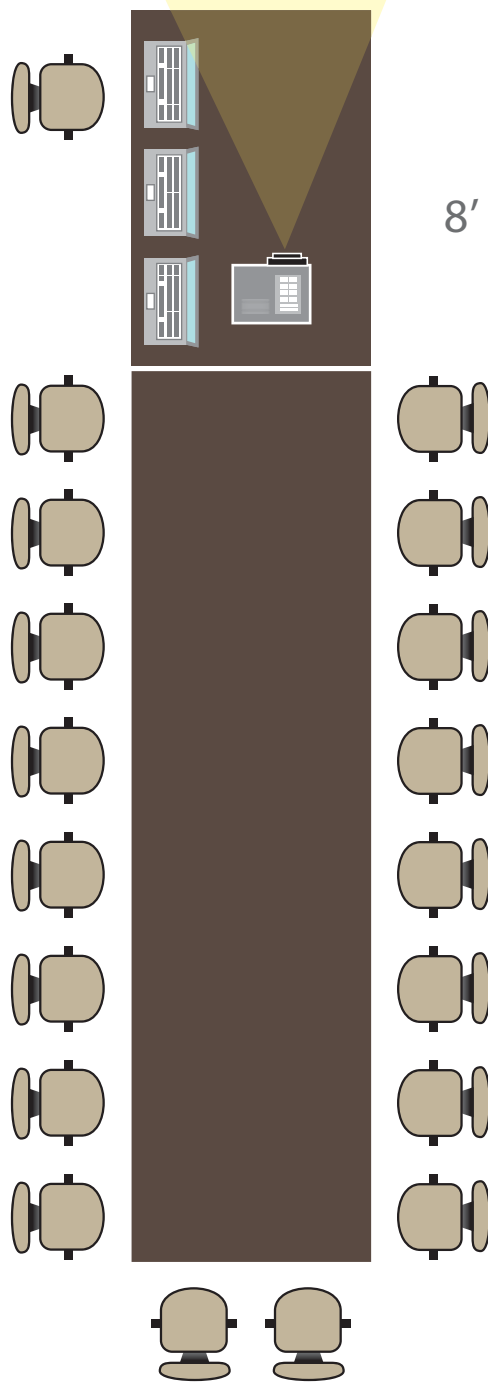


Screen



Table

Conference Room Layout



Mike's Table
8' x 3' or at least 6' x 2.5'

Projector works best when at least six feet from screen.
Please provide Mike room at the end of the table, or add small table.

LEGEND



PC



VPU



Chairs

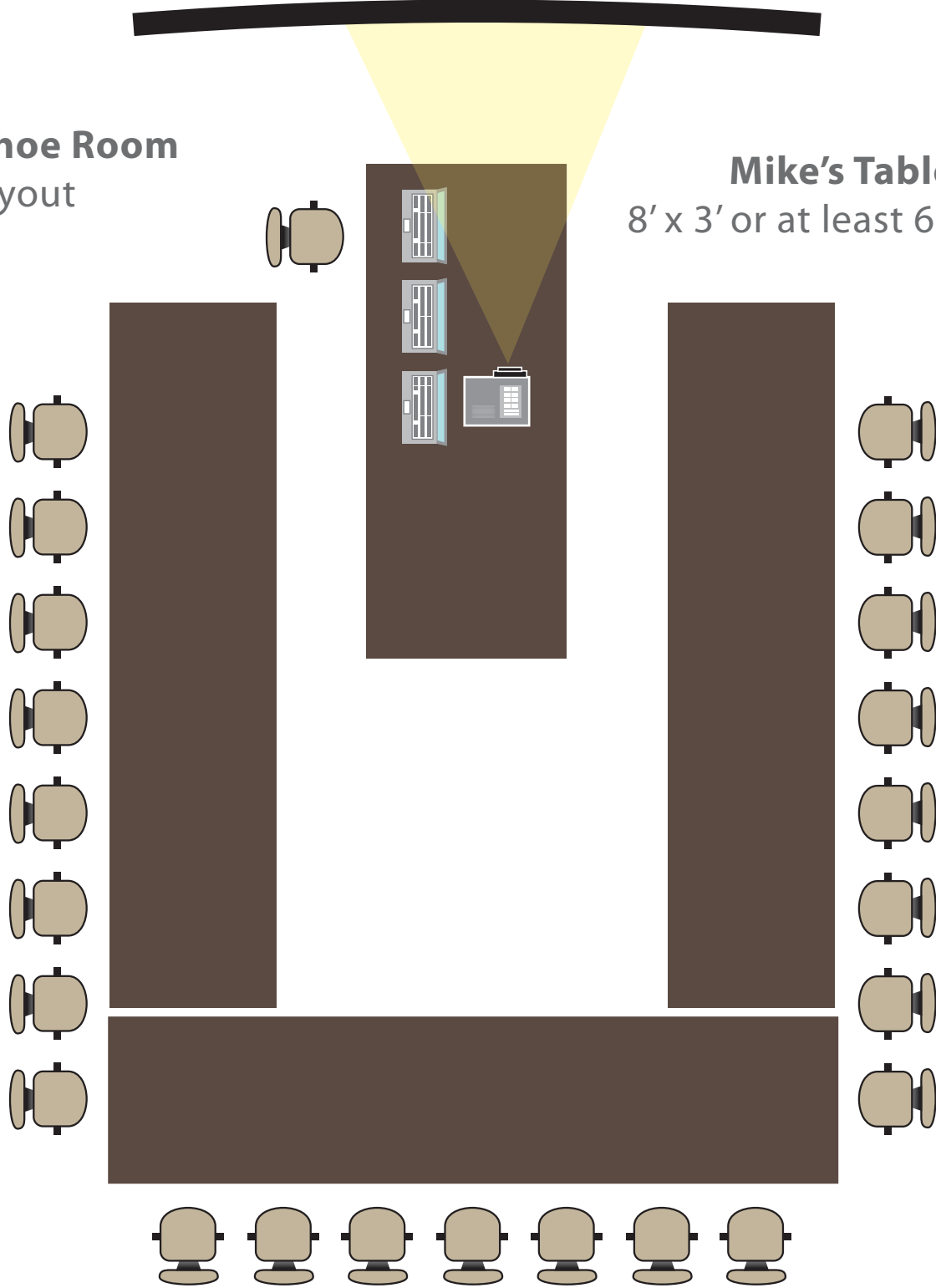


Screen



Table

Horseshoe Room Layout



Mike's Table
8' x 3' or at least 6' x 2.5'

Projector works best when at least six feet from screen.

LEGEND



PC



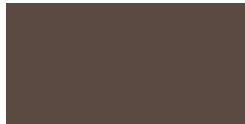
VPU



Chairs



Screen



Table