

**Deb Krier**

# The SocialLight

## **Preparing for Deb Krier's Presentation**

**Deb will arrive approximately 30 minutes early to set up her presentation, test the AV equipment and do a sound check.**

### **Room Set-Up**

The room should be set up in a way that none of the attendees have their back to the speaker. Acceptable arrangements are classroom style with the attendees seated at tables facing the front, theater style or at round tables, if there is room for attendees to turn their chairs to the front.

### **Sound**

If there are going to be more than 25 attendees or if the room is large, a microphone is required. Deb prefers a cordless lavalier microphone (lapel mic) with a corded hand-held microphone readily available as a back up. Deb's mic should not be the one used to introduce her.

If the number of attendees is greater than 50, microphones on stands should be placed in the room for any questions from audience members.

### **Audio Visual Needs**

Unless prior arrangements have been made, Deb will utilize a Power Point presentation during her program. She will bring her own laptop and she requires the following to ensure a successful presentation:

#### **SCREEN**

A large, white screen needs to be positioned in the front of the room, or slightly to the side of the stage. The screen should be high enough and large enough to be seen by everyone in the room.

#### **PROJECTOR**

Deb will need an LCD projector to interface with her laptop computer. Appropriate cables for connecting the projector to the laptop will be provided. The projector should be positioned on an A/V cart or table and have a power strip. There needs to be room for Deb's laptop and she will need to plug her laptop into the power strip. She will bring her own wireless pointer.

#### **INTERNET**

If possible, please have Wi-Fi access for Deb during her presentation.

**Please confirm all requirements at least one-hour prior to the presentation.**

### **Handouts**

If appropriate, Deb will provide a copy of her presentation to be duplicated for all attendees. Prior to duplication, please discuss with Deb how the material will be duplicated (i.e., color, two-sided, etc.). Unless otherwise approved, please do not provide handouts to the attendees prior to the start of Deb's program.

***If you have any questions regarding these requirements, please contact Karen Burnsed at (800) 398-1080 or via email at karen@debkrier.com.***