



Room Setup and Audio-Visual Requirements for Sandi Smith

These guidelines are provided to help me deliver the most effective and smoothest program to your group.

1. If at all possible, please put me in a **room with no windows** or where heavy shades can be drawn. Bright sunlight will negatively affect how the Power Point slides are viewed. I also like to be able to control the lights that shine just in front of the screen (without making the entire room pitch black).
2. For concurrent sessions, workshops, and seminars, please set the room up **classroom style** with one aisle down the middle of the room and aisles down the sides of the room if possible. For fewer than 20 people, **U-shaped** is preferred. For keynotes, please use **theater/conference style** with similar aisles.
3. If there is a speaker before me, a 30-minute **change break** is ideal. Fifteen minutes is minimum, and I will need an A/V expert standing by to insure a smooth program transition and start.
4. I'll need **one small table at the front and center** for my laptop computer and notes. A podium or lectern is not necessary.
5. I'll need a **high speed Internet connection**.
6. For sessions outside of the San Francisco area, I'll need a **data projector and screen**. Please be sure the bulb is fresh and/or that there is a spare.
7. For groups over 40, I prefer a **lavaliere microphone**. Fresh batteries insure an uninterrupted session.
8. About an hour to 30 minutes before the presentation, I like to **meet with an A/V expert** to review the lighting controls and the equipment. Or please let me know a convenient time for them.

Contact Information:

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