



Room and AV Setup

Appropriate room setup can make a big difference in your event's success. Here are some tips and supplies that have been useful for GregBell Consulting events in the past. Although not required, using these suggestions will contribute to participants' enjoyment and engagement. If you have any questions or special needs, please call Claire toll free at 877-833-3552 and she will be happy to assist you personally.

Supplies for Keynote Presentations:

- Wireless clip-on microphone with fresh batteries
- Plenty of stage room
- Theater seating and full house lights
- Long power cord
- Projection screen
- Projector with wireless remote (optional; we have one in our inventory)
- Audience microphone if program includes Q&A

Supplies for Seminars or Breakout Sessions:

- Round tables that seat 4-6 to facilitate small group discussion – writing surface a must
- Chart paper with markers
- Projection screen
- Projector with wireless remote (optional; we have one in our inventory)

Tips:

1. Use extra light sources for the presenter. Studies show that when the presenter's lighting is brighter than that of the audience, participants are less distracted and hear more of the presentation.
2. In large rooms, use additional audio speakers throughout the audience space.
3. Using your own sound system instead of the speakers mounted in the ceiling will result in a much higher-quality sound.
4. Check for any visual obstructions (poles, buffet tables, etc.).
5. Set the room for the expected number of participants. Presentations are received better when the room is filled to capacity.
6. In rectangular rooms, place the stage in the middle of the long wall when possible – a wider audience is better.
7. Keep the front row close (as near as six feet to the stage is appropriate).
8. Ask participants to turn off or silence pagers, phones, or other disruptions.