



Room and AV Setup for Chuck Gallagher

Proper setup of your meeting room or learning environment is key for maximum success. Below are some ideas that may add to the quality of your meeting.

For **Keynote** presentations:

1. Meeting rooms without outside sources of light (bright sunlight) may be less distracting and enhance Power Point or DVD presentations. To the extent possible, lighting control would be helpful if multi-media is used.
2. Chuck prefers a **wireless clip-on microphone** as he often engages the audience and moves through the room.
3. To the extent possible, use a dark backdrop as the face of the presenters is accentuated against it and audiences are more focused.
4. Consider additional light sources for the presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
5. Provide plenty of stage room or access to the audience.
6. For the "Make It Happen" keynote and all workshops, please provide a **data projector and screen** making sure that there is a fresh bulb or spare available along with AV help in the event they are needed.
7. For the "Make It Happen" keynote and all workshops, consider having available a **DVD/CD player** connected to the sound system and projection system.
8. About an hour before the presentation, Chuck would like to **meet with the AV** expert to review the lighting, sound and projection.
9. Ask attendees to turn off pagers, cell phones and other portable electronic devices before the presentation.