

AUDIO VISUAL CHECKLIST- Dr Jo Messenger

Requirements During Planning Stages:

1. Room Set-Up is critical for success of Dr Jo's Presentation:

- Please use curved theatre seating with side aisles if possible. This enhances the group dynamics.
- No more than 2 metres/six feet between stage and first row.
- Please ensure the seat number matches the audience number. It really helps the success of the presentation if every seat is filled, especially the front rows! Dr Jo would appreciate anything you can do to facilitate this.

2. For after dinner/lunch presentations

- Please ensure people are not eating.
- All table service needs to be stopped during the presentation.

Audio Visual Requirements:

• Microphone

- A wireless Shure brand lapel/lav microphone would be great!
- If not, please ensure a lapel/lav microphone with headset
- Please let Dr Jo know if it won't be a Shure & what you have organised

• **Stage** - High enough for everyone to see her face and body. Height depends on number of people; minimum 8' (2.5m) wide and 6' (2m) deep.

• **Lights** - Full house lights and a full stage wash.

• **Two Flipcharts**- Side by side, with markers and paper. (Preferred option)

- If you cannot provide the above please provide 3 Whiteboards

• Please **remove all podiums or lecterns if possible** from the stage or please move to the back and side of stage. Dr Jo does not use them and they obstruct audience views of her.

• **Social Media Slide:** so many people want to know Dr Jo's social media information that we have created a PowerPoint slide - please show this at the end of Dr Jo's presentation.

Two Weeks Before Event: Very Important

- Please return the enclosed **questionnaire**.
- Please **send** a copy of your **agenda** or working **conference timetable, thank you**.