



Audio/Visual and Room Setup

Toolie's A/V requirements vary by program type. Here are the general guidelines; specific guidelines are included in program descriptions. However, please verify and confirm the audio/visual requests for each event.

Keynote

Microphone: Toolie provides her own head-worn wireless microphone, transmitter body pack, and wireless receiver. These will need to be integrated into the house sound system mixer.

Computer Audio: Toolie provides her own computer audio to XLR audio patch that needs to be integrated into the house sound system mixer.

Projector: The projector must have a rating of 2000 lumens or better to provide adequate detail for the slide contents and demonstrations.

Screen: Tallest screen that will fit in the meeting room; centered if projector is overhead and positioned stage left if projection is done from a table.

Table: 4-foot, square, for laptop positioned within 10 feet of the stage, for remote operation of PowerPoint slides.

Workshop

Microphone, computer audio, and projector are the same as specified in the Keynote section.

Screen: Tallest screen that will fit in the meeting room; centered if projector is overhead and positioned stage left if projection is done from a table.

Table: 6-foot, positioned perpendicular to screen, for projector and laptop.

Chairs: 1 barstool to the side near the screen, 1 banquet chair at the table.

Internet Access: Wired or wireless Internet access is required for the presenter.

Seating Configurations

For Lecture-only: Theatre style seating.

For Labs: Classroom style seating, set with 50% more space per attendee. For example, if the classroom tables usually seat 4 people, instead seat only 3 people per table to accommodate attendees' laptops and to leave space for note-taking.

Multi-Day Programs

Microphone, computer audio, projector, screen, table, and chairs are the same as specified in the Workshop section.

Internet Access: Wired or wireless Internet access is required for the presenter. Wireless access is required for attendees.

Seating Configuration: Classroom style seating, set with 50% more space per attendee. For example, if the classroom tables usually seat 4 people, instead seat only 3 people to accommodate attendees' laptops and to leave space for note-taking.