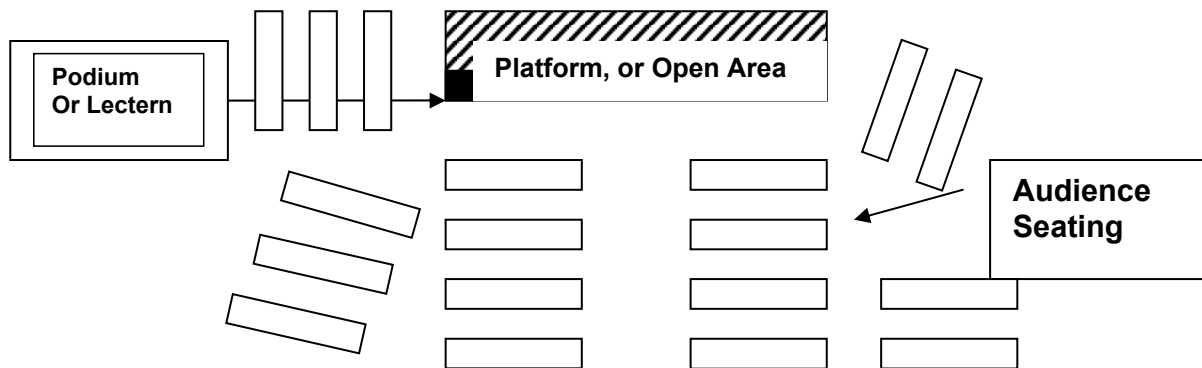


PREFERRED ROOM SETUP FOR PRESENTATION

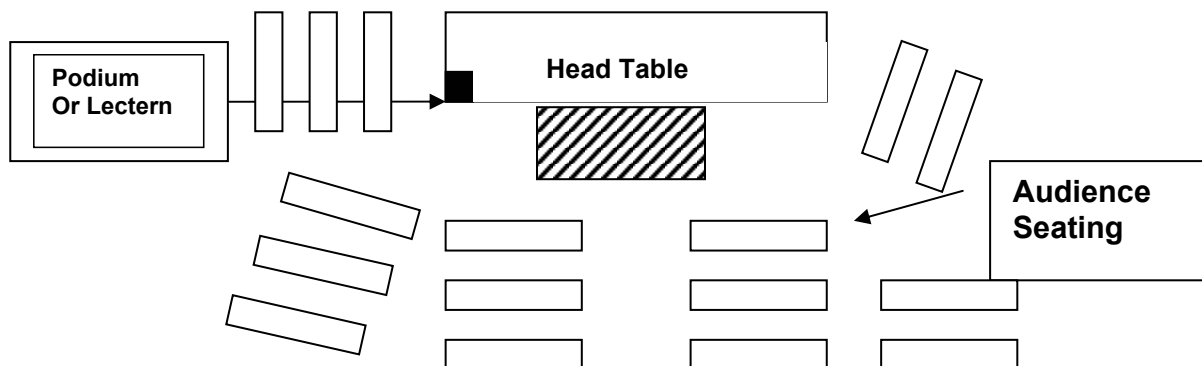
KEYNOTE or SEMINAR

Speaker Needs:

- Cordless/Wireless Lavalier microphone (If one is not available, a mic with long cord)
- Open Area or Platform (if necessary, please see diagrams)
- Head Table should be to right or left of speaker area, or behind platform.
- Podium or Lectern should be to right or left of speaker area
- Two bottles of Spring water
- Additional Microphones for audience if there will be Q&A session



If Head Table is necessary, platform should be placed in front of head table



WORKSHOP or SEMINAR

