

Room and Audio-Visual Suggestions

The following overview will ensure that Kathleen's program will meet your expectations. Kathleen is flexible and will work with you to make sure things run smoothly for your program.

Equipment:

- Wireless lavalier clip-on microphone for groups of over 25 people.
- Digital projector with appropriate wiring for Kathleen's laptop computer. Not all presentations will require a projector.

Room setup:

- If possible, set the room up either chevron style or with table rounds.
- The stage should be positioned in the middle of the front wall of the room with steps off the front and side.
- For many groups no stage is necessary. Kathleen will give plenty of advance notice if a stage is needed.
- For workshops and training, flip chart and marker pens.
- A small, draped table to the side of room for water and miscellaneous items.
- Pitcher of water without ice and a drinking glass.
- A lectern off to the side of the room.

Room Environment:

- Lighting should be bright enough for participants to be able to read any handouts provided.
- Please keep room temperature at a comfortable level in order to keep audience alert.

Recording of presentation:

- Although Kathleen encourages you to record the session, the material is copyrighted. A separate agreement must be signed prior to the session on this.