



# AUDIOVISUAL + ROOM-SET REQUIREMENTS

PAMELA - THOMPSON . COM



Every event is different and Pamela is flexible about working with what is available. That said, the following A/V and room set up requests will assist in making your event one of professional quality.

Please contact [support@pamela-thompson.com](mailto:support@pamela-thompson.com) or call us at (250) 469-3438 if you have any questions.

## Keynote Presentations

1. We are happy to send Pamela's presentation in advance. Please let us know if that is your preference.
2. Pamela uses her Mac laptop to present. Pam presents from her laptop (and brings her MAC-PC dongle connector). Ideally, all connectors (power, VGA connector, and sound pick up) are on stage-left.
3. Pamela does not use a podium. Please remove any podium from the stage prior to her presentation.
4. Room set-up. Pam prefers to present to groups in rounds of 6 to 8 (as she includes interactive portions in her presentations). If this is not possible please let us know so Pam can adjust her presentation.
5. LCD projector and large screen. Minimum size of 8 feet is preferred for good projection quality.
6. Sound pick-up from Pam's computer. Please provide a sound connection (mini jack) from Pam's laptop computer to the house sound system.
7. Connections on stage-left. Pam will use her laptop throughout the presentation; it is preferred if all laptop connections (power, VGA connector, and sound pick up) are run to the stage-left.
8. Presenter's table. Please provide a small presenter's table for Pam's notes.
9. Microphone. Please provide a wireless lavalier lapel microphone.
10. Stage monitor. So that Pamela can see the screen projection without looking behind her.
11. Water. Please provide a glass or bottle of water.
12. We can work with whatever you have. Pam has presented to a variety of audiences and is happy to work with any room set up. Just let us know in advance what is unique about your venue and set up.



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## Workshops

- Room Set-up: Pam prefers to present to groups in rounds of 6 to 8. If this is not possible, please contact our office so that Pam can adjust her presentation. Pam's presentations are participatory and often involve standing and moving. An ideal room would have 50% more space than is required for the seating.
- LCD projector and large screen: As above
- Sound pick-up from Pam's computer: As above
- Connections on stage/front of room: As above
- Microphone: As above
- Flipcharts: For most workshops and facilitation, a minimum of 2 flipcharts are needed. Large events may require more.
- Water: As above