



AUDIO / VISUAL SET-UP

Dr. Peter Johnson

Our goal is to do everything we can through advanced planning and preparation to help make our presentation one of the high-points of your conference. With over 25+ years of experience we've found that the real success is in the details and we will do what ever we can to be flexible to your needs. If there are any question regarding any of Pete's requests, please contact us directly at 800-458-3588.

1. Audio - Visual Materials:

- A. Wireless clip-on microphone
- B. Four large flipcharts
- C. Chisel-point marker pens - Four Sets (black, blue, green -no red)

2. Lighting:

- A. House lights up to normal (Pete's continuously interacting with the audience and moves around throughout his presentation.

3. Staging:

- A. Staircase accessible at the front center of the stage, railing optional.
- B. If a podium is being used for introductions, please have it set back a few feet from the front of the stage if possible (Pete tends to move the entire width of the stage)

4. I-Mag - Video Projection:

- A. Pete tends to move continuously throughout his presentation as well as uses flipcharts to outline all of his main points. Reviewing his demonstration video might be helpful for the camera crew.
- B. If you would like to video tape Pete's presentation for archive purposes please feel free to do so. We request that you notify us in advance and we would request a copy for our files as well.

5. Program Handout Materials:

- A. Keynote Handout - Print Front/Back and provide to attendees for the start of the lecture. Pete will be addressing information in this handout within the first five minutes.
- B. Front-Of-Room Handouts - Print Front/Back but do not distribute. Have stacked at the front corners of the stage for Pete's distribution at conclusion of speech.