



Theresa Cloud Eagle Nelson

Inspiring Authentic Expression and Effective Living

Audio Visual Requirements & Successful Meeting Tips

Some of these points may not apply to your group.

For questions or concerns, please contact our office at (614) 476-8680

Mrs. Nelson takes her commitment to your group quite seriously. She understands that you have invested a great deal of time and money into your event, and would like to offer you some suggestions to make sure you receive the maximum return possible on your investment. Often times the slightest changes in ambiance and staging will greatly affect the outcome of a speaker's presentation. The following suggestions are a result of 15+ years of her experience attending the best – and worst – of events. Mrs. Nelson's only concern is to present the best program possible for you and your organization.

AV Requirements

- Mrs. Nelson uses a LAVALIERE MICROPHONE. Wireless is preferable, but not mandatory. Please make sure that the AV department has a back-up microphone available at all times. Our suggestion would be to have someone from your group assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.
- Mrs. Nelson uses Microsoft POWERPOINT throughout her presentation. Mrs. Nelson will require a LCD Projector and the cable to connect it into her laptop PC. The images will be shown at a resolution of 1024x768. As long as the projector used can handle this, it will work fine. Key point: the projector should be able to show 500 lumens or more. Please also provide a 6' draped table for her to place her laptop and organize her materials on.
- If you prefer Mrs. Nelson's presentation to be controlled from back-stage, providing her with a clicker, PLEASE make sure that there is a monitor for Mrs. Nelson to see what is being projected on the screens if they are not within her line of site.
- On stage, where she is placing her materials, please have a bottle of purified water and a glass for Mrs. Nelson. No ice please.

Recording Devices

- Audio and/or video recording is available with PRIOR WRITTEN AUTHORIZATION. If you are interested in recording Mrs. Nelson presentation, please review our Audio/Visual Recording Agreement. If you do not have a copy please request one (614) 476-8680.

Tips & Suggestions

- Theater or Classroom seating is preferable, in Chevron style seating. We understand that when planned on or around a meal, this is not possible.
- When the room is rectangular, please have your stage positioned in the center of the long wall. This assists greatly in creating intimacy between your audience and anyone who is on stage.
- For the benefit of your audience, and Mrs. Nelson, please request from the hotel or auditorium management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Mrs. Nelson is presenting her keynote or seminar.
- Please instruct the banquet staff to clear up AFTER the speaker's presentation. It is difficult to build intimacy and rapport if the banquet staff is cleaning when the presentation is being conducted.
- When a photographer is present, please ask them to refrain from taking photos in the first 15 minutes of the program. This can be distracting to the speaker and the audience.
- Please make sure the room is well lit especially the staging area. People remember more and laugh more in bright rooms. Mrs. Nelson prefers to see the faces of the audience. This allows her to see how they are responding to her presentation.

Scheduling Concerns

- It is not a good idea to have your main speaker the last day of a conference when your participants have been up late the night before.
- An extended cocktail party is not a good start for your audience, or your speaker. To get the most from your investment of Mrs. Nelson's presentation, consider changing the schedule to maximize her message and the response from the audience.
- Please do not have awards or lengthy announcements immediately following Mrs. Nelson's presentation. This tends to diffuse the energy and message Mrs. Nelson has just left with your group. Consider having these announcements first, or taking a break following her presentation, especially if you have had her speaking for more than one hour. This break will give her the opportunity to meet and shake hands with your attendees during the break following her presentation.