

# Event Preparations – Bob Wendover

We are delighted to be working with your organization on the upcoming event. In order to expedite the process of getting the information you need, we have included the most commonly requested information on this page. Program descriptions and articles for publication may be found on other pages within this site.

PLEASE DO NOT HESITATE to call 1-800-227-5510 or to email us for information not found on this page. We are thoroughly invested in making your event a tremendous success.

## **Audio Visual and Room Layout Requirements**

To ensure that the presentation is a success, we have outlined below the audio-visual requirements Bob would prefer for the session. We understand that sometimes these may conflict with the requests of another speaker. Please let us know as soon as possible, so we can work together to come up with a solution that will make the entire event a success.

*Computer Projection* – Bob’s slides are developed in Microsoft PowerPoint for the Mac. He uses an Atek remote advance. Any compatible data projector is acceptable, provided it is bright enough to have the screen clearly seen at the back of the room. A power strip will be needed for Bob’s MacBook Pro laptop. The dimensions of the screen should be commensurate with the size of the room. As an example, we recommend no less than an 8’ X 8’ screen for an audience of 80-100.

*Audio* – A wireless lavalier microphone is preferred. Should Bob need a connection from the laptop to the sound system, we will let you know.

*Internet Connection* – To enhance the impact of some programs, Bob may ask for access to a high-speed internet connection on the platform. If this is the case, a hardwired connection is certainly preferred to ensure a consistent connection. Interference in some hotels and event centers can have a significant impact on the timing of a presentation.

*Lighting* – Bob prefers lots of light on the audience throughout the presentation to encourage interaction. For this reason, it is essential that the screen(s) be positioned in such a way that ceiling lights or wall sconces do not wash out the image when projected.

*Seating Arrangement* – Chevron-style seating is preferred in both theater and classroom arrangements. This allows better access to the audience and allows them a better view of Bob and the screen.

*Front of Room* – Please provide a small cocktail-sized table at the front of the room upon which notes, props and a laptop computer can be placed.

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