

A/V and Room Set Up Specifications

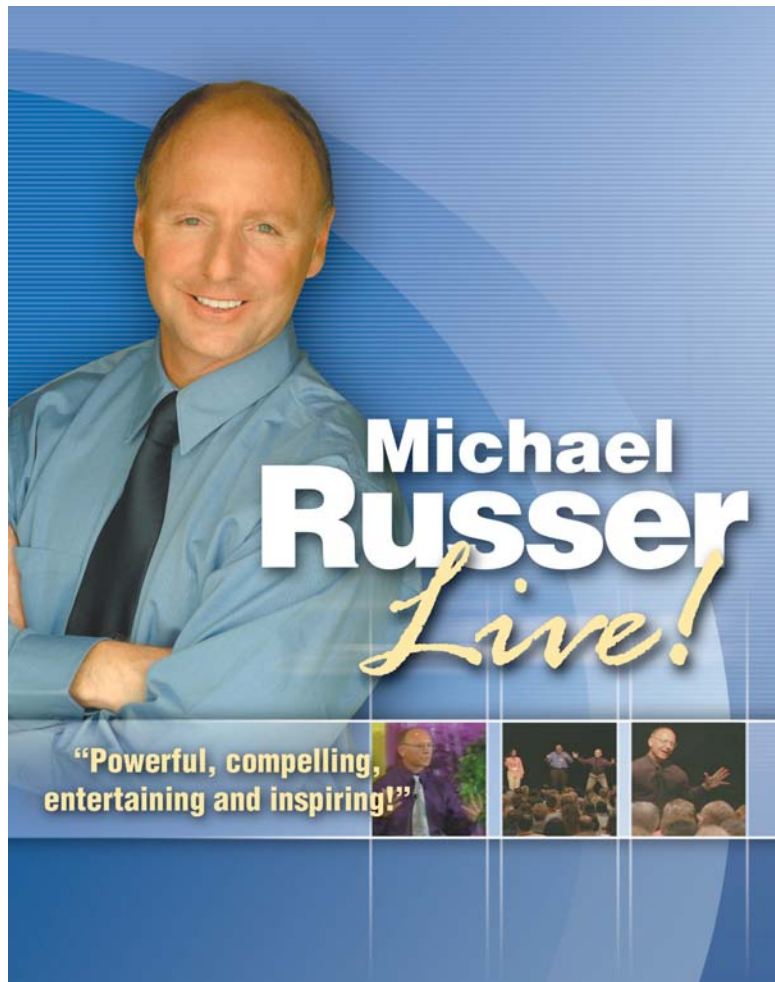


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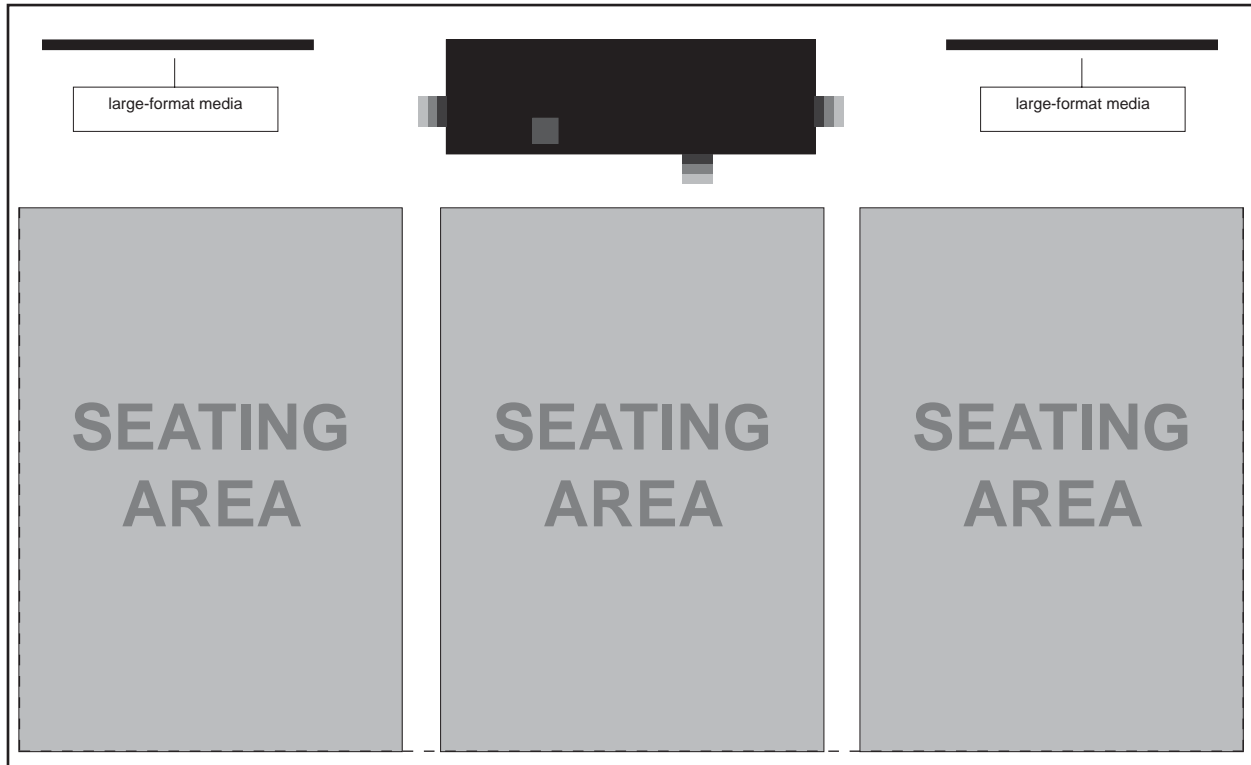
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Suggested Large Venue Room Setup

(diagram not to scale)



■ - Speaker's table

■ - Raised Dais

■ - Steps

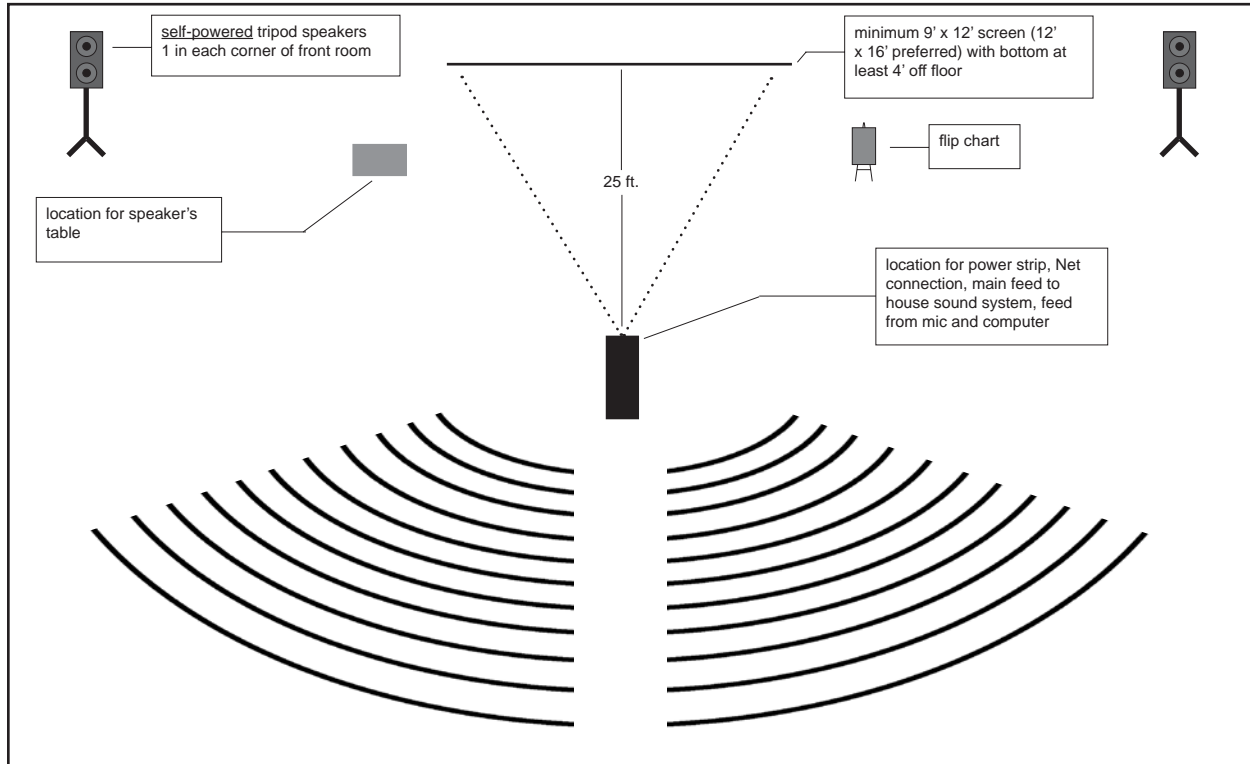
NOTES

- Speaker's table 3' or 4' square and draped will hold Michael's computer
- High speed Internet connection to terminate at speaker's table
- Power cords (with at least 1 six outlet powerstrip) terminating at the speaker's table
- Wireless hand-held mic for when Michael interacts with the audience (he uses a wireless lav)
- Michael typically does not use a standing lectern. If there is one for other parts of your program or is used by his introducer, then please keep it to the far left part of the stage, away from the middle.

Suggested Theater Style Room Setup

(500 or less people - diagram not to scale)

>>> NOTICE - Ceiling height should be a minimum of 16' <<<



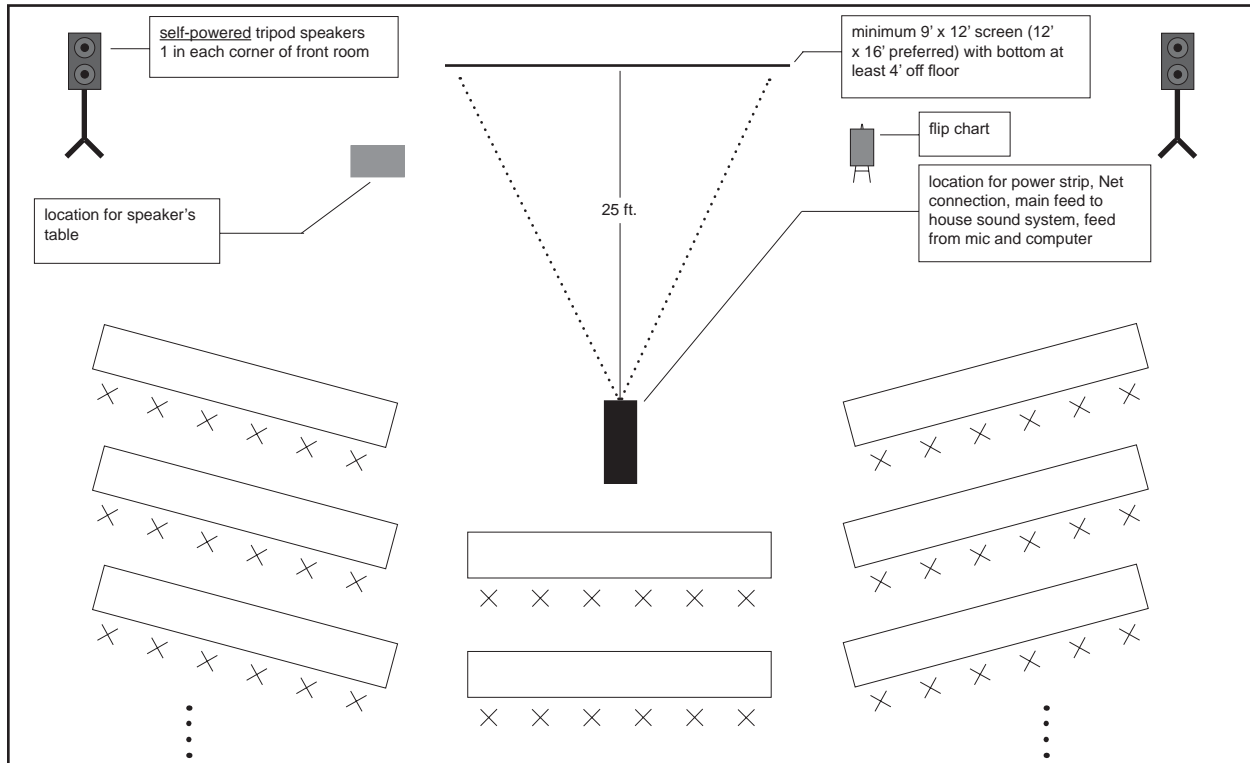
NOTES

- For maximum attendee comfort, seats should be set up in the elliptical pattern shown above so that there is adequate room on all sides for attendees to be comfortable and not feel squeezed in. In particular, seats should not be interlocked together. Using a chevron seating pattern is also acceptable.
- Projection screen (9' x 12' minimum - 12' x 16' preferred) placed at rear center stage, with bottom of screen no less than 4' - 5' off the floor
- Projection table 6' long and draped (to be placed longitudinally with the end at least 25' from the screen)
- High speed Internet connection to terminate at the projection table
- Self-powered standing speaker sound system leads terminating at the projection table
- Power cords (with at least 1 six outlet powerstrip) terminating at the projection table
- Flip chart to be place 10' in front of and to stage right of screen
- Speaker's table 3' or 4' square and draped (to be place 10' in front of and to stage left of screen)
- Wireless hand-held mic for when Michael interacts with the audience (he uses a wireless lav)
- No standing lectern is necessary and should be removed if one is already there

Suggested Classroom Style Room Setup

(wide room - 350 or less people - diagram not to scale)

>>> NOTICE - Ceiling height should be a minimum of 16' <<<



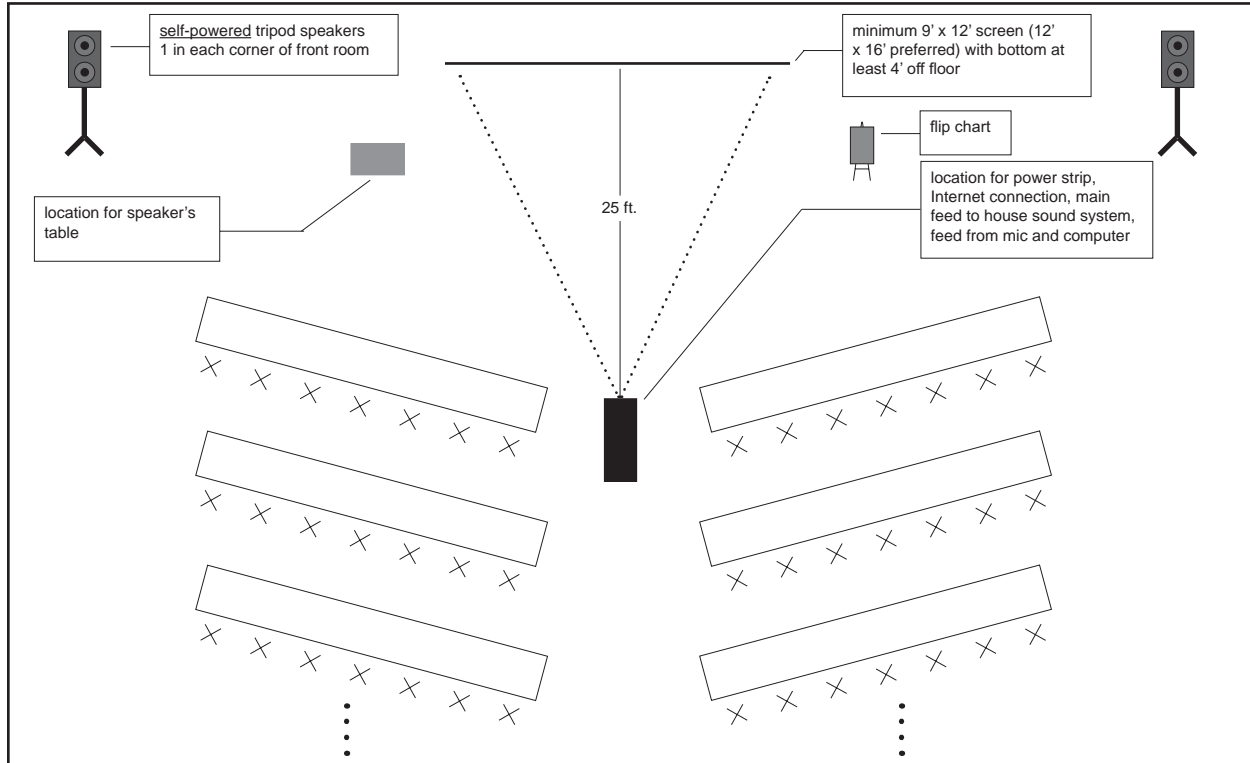
NOTES

- For maximum attendee comfort, seats and tables should be set up in the pattern shown above for best viewing of the screen and so that there is adequate room on all sides for attendees to be comfortable and not feel squeezed in. In particular, seats should not be interlocked together
- Projection screen (9' x 12' minimum - 12' x 16' preferred) placed at rear center stage, with bottom of screen no less than 4' - 5' off the floor
- Projection table 6' long and draped (to be placed longitudinally with the end at least 25' from the screen)
- High speed Internet connection to terminate at the projection table
- Self-powered standing speaker sound system leads terminating at the projection table
- Power cords (with at least 1 six outlet powerstrip) terminating at the projection table
- Flip chart to be place 10' in front of and to stage right of screen
- Speaker's table 3' or 4' square and draped (to be place 10' in front of and to stage left of screen)
- Wireless hand-held mic for when Michael interacts with the audience (he uses a wireless lav)
- No standing lectern is necessary and should be removed if one is already there

Suggested Classroom Style Room Setup

(narrow room - 150 or less people - diagram not to scale)

>>> NOTICE - Ceiling height should be a minimum of 16' <<<



NOTES

- For maximum attendee comfort, seats and tables should be set up in the pattern shown above for best viewing of the screen and so that there is adequate room on all sides for attendees to be comfortable and not feel squeezed in. In particular, seats should not be interlocked together
- Projection screen (9' x 12' minimum - 12' x 16' preferred) placed at rear center stage, with bottom of screen no less than 4' - 5' off the floor
- Projection table 6' long and draped (to be placed longitudinally with the end at least 25' from the screen)
- High speed Internet connection to terminate at the projection table
- Self-powered standing speaker sound system leads terminating at the projection table
- Power cords (with at least 1 six outlet powerstrip) terminating at the projection table
- Flip chart to be placed 10' in front of and to stage right of screen
- Speaker's table 3' or 4' square and draped (to be placed 10' in front of and to stage left of screen)
- Wireless hand-held mic for when Michael interacts with the audience (he uses a wireless lav)
- No standing lectern is necessary and should be removed if one is already there

IMPORTANT NOTICE!

Michael's presentations are often multimedia based events. Their successful execution requires the use of specific multimedia equipment. Michael will always use his own laptop computer and wireless mouse. For audiences of 500 or less he will also bring his own projector and sound mixer. Unless advised otherwise by his staff, you will be expected to provide:

- High quality wireless lavalier mic
- Sound out connection from his computer (if your mixer is used)
- High-speed internet connection
- Flip chart with multi-colored markers
- Handheld wireless microphone for audience interaction

Also, make sure that your meeting facility has a good quality sound system, otherwise consider providing 3rd party self-powered speakers for the front of the room (see note below).

Some facilities (especially large convention centers) may object to the speaker using his/her own sound equipment (i.e. sound mixer &/or mic) with their house sound system.

To avoid confusion and expensive use of convention personnel during these events IT IS IMPORTANT THAT A 3RD PARTY AV COMPANY PROVIDE SELF-POWERED* "TRIPOD" SPEAKERS THAT WILL PLUG INTO THE SOUND MIXER PROVIDED BY RUSSEr COMMUNICATIONS.

* Since our sound mixer can only feed "line" level signals to any set of speakers, it is important that the tripod speakers provided have their own power source / amplifier.