

Litzinger Career Consulting

Audio Visual Requirements and Set-Up Tips to get the most out of Karen's Program

(note special tips for the Dining and Power Mingling programs)

Audio/Visual:

- Computer, Screen, Projector, and Remote Advancer
- Wireless, clip-on microphone OR a "countryman" microphone since her hands need to be free for some props
- Please have a staff member on hand for AV support

Other Set-up Tips:

- If the room is rectangular, please have Karen in the middle of the long side.
- Please read Karen's introduction exactly as it is written
- Karen is an animated speaker with a high-energy presentation. Please do NOT put her behind a lectern or head table.
- For any size audience or set-up, have your people close to the speaker. Please mention this to the hotel as this is not always customary. Try to seat people near the front of the room. Please have only as many chairs as you expect people, with extra chairs stacked up at the back of the room. Otherwise, the front rows will be empty.
- 3-6 foot table in front for props and quizzes/notes, ideally covered
- Wherever possible, Karen would prefer attendees to wear name badges or have place cards at their tables.
- Please let me know if you will be facilitating a program evaluation or if I may do so.

Room Set-up Style for Most:

- Karen's preferences for most programs are:
 - First Choice: Classroom, ideally chevron style for ease in seeing screen
 - Second Choice: Round tables, ideally crescent/1-2 empty seats
 - Third: Theater Style

Power Mingling Set-Up and Tips:

- Classroom, round tables or seats along edges of room in a U
- 1-2 six foot tables for reception food and drink positioned ideally in the center with space for audience to mingle during mock reception exercise. More tables and food spread around for ease in quick service. The table may be in the back or front if needed, yet still need ample room for mock reception interaction.
- Simple finger food without utensils. Small plates. Cups/glasses, not cans.

Dining Etiquette Set-Up and Tips:

- Round Tables, ideally crescent/1-2 empty seats
- Arrange for a table in the front for program notes and a place setting. I do not eat during the meal, so all plates should be set-up at the speaker table from the beginning.
- Ask catering to set formal place settings including salad fork (and salad knife if available), soup spoon, butter spreader (if available), and dessert fork and/or spoon depending on dessert selection. Regular knives and forks can substitute for the specialty knives and forks.
- Ideally select a menu to include bread, soup, salad, entrée, and dessert, but soup could easily be eliminated. I suggest including a cherry tomato and olive in the salad and choosing a cream soup.
- Drinks typically include water and ice tea. Wine is optional depending on the age of audience. Coffee and hot may be served depending on sponsor preference, but extra wait staff interaction could be a distraction from the program.
- I suggest that bread or rolls be served in a basket rather than pre-set so participants have the opportunity to pass the food to others.
- Notify catering that I will be giving introductory remarks of about 20-25 minutes before soup is to be served. The cue for the beginning of soup service is the napkin slide. Clearing and serving can happen as normal.
- Notify catering that I will have a place setting marked at each table with a gold foil coin to identify the host at each table who is to be served last at each table.
- I suggest one wait staff for ten to twelve participants for optimal timing.
- Handout is to be provided to participants at the end of the meal (or electronically)