

Gloria Wadsworth's

Room/Audio Visual Setup

AUDIO VISUAL REQUIREMENTS

Wireless Lapel Microphone
Laptop
Screen and Computer Projection System
CD Player

STAGING

Position the front row no more than six feet from the stage
Floor or Table Top Podium
Theatre-style seating preferred for Keynote
Classroom-style seating preferred for Seminar with 20 or more
U-style seating preferred for Seminar less than 20

LIGHTING

Keep lights on stage area at all times during presentation

RECORDING

Recording of Gloria's presentation is encouraged. If interested, please contact Speaking Essentials office in advance for permission and details.