

## Speaker Agreement –AV Requirements-Room Set Up-Travel Logistics

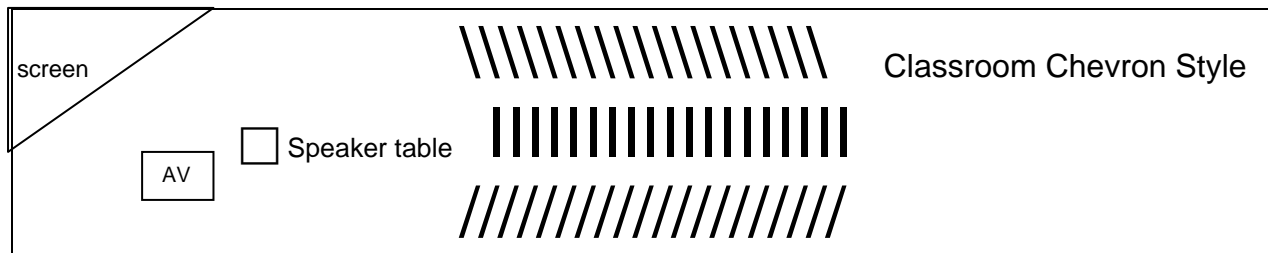
[Click here for Speaker Agreement](#) (PDF)

### Audio Visual Needs

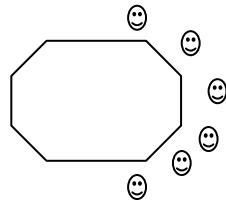
- ◆ Lavalier microphone (if more than 30 people) wireless preferred, or as 2<sup>nd</sup> choice, a hand held microphone wireless or with 50-foot cord.
- ◆ Large screen at **right front or left front** of the room for Powerpoint presentation slides.
- ◆ AV table with electric cord at the front of room for speaker's laptop (projector provided by Organization)

### Meeting Room Set Up

- ◆ 6 foot table at head of room for speaker's papers, water and water glass.
- ◆ Classroom style seating is preferred by audiences. Chevron style if possible (see diagram below)



- ◆ If round tables are used, seats should be placed at half rounds facing speaker- (see below)



### Transportation

- ◆ **Flight Reservations:** Speaker and Organizer will work together regarding reservation requirements.
- ◆ **Ground Transportation:** Please assist speaker in making arrangements for ground transportation to/from the meeting and to/from the airport. If auto rental is required please provide driving directions.

### Hotel

Please provide hotel lodging for one day prior to speaking event with check out the day following the event.

- ◆ Ask for guaranteed late arrival in non-smoking room.
- ◆ Provide Speaker with a faxed copy or email of the hotel confirmation showing address and phone number of hotel. Please provide this information as soon as reservation is made.
- ◆ When possible, please put hotel charges on the Organization's Master Account.