



LISA L. DEMMI

SUGGESTED AV AND ROOM SET-UP

Lisa has given hundreds of presentations and knows what works best for her keynotes and workshops. Please provide the following (if you can't for any reason, let us know so we can work out a suitable alternative):

1. Lisa asks that the Client organization provide a wireless lavalier microphone for her use for any audience over 20 people. She prefers a clip-on lav with a battery belt-pack, rather than an earpiece, handheld or podium microphone.
2. Unless specifically advised otherwise, Lisa requires a projector and screen set-up.
3. We will send you her PPT a couple of days prior to your event if you are planning to load it into your AV system. If necessary, she can run the PPT off of her Mac laptop, using her VGA cords to plug into your PPT system.
4. There is lively audience participation in every one of Lisa's presentations, so she recommends that you have "mike runners" circulating with 2-4 microphones (depending on size of group) in the audience. Alternatively, you may have wired microphones placed on stands in the venue, though participants are far more likely to use microphone offered at their seats.
5. Lisa prefers that the audience be as near the platform as possible, ideally seated close together, theater or classroom style.
6. Lisa typically does not use a podium though she would like a small table for water and her laptop, if need be. If a podium is to be used for other presenters, please make sure it can be moved upstage and/or to the side so that the front of the platform is completely clear for movement.
7. Lisa does allow her presentation to be videotaped with advance written approval, as long as the video is for internal training use only for one year from the event date. Unless specifically negotiated, videos of her presentations are never to be distributed or sold. If the event is taped, Lisa would like to get a copy of the recording no later than 30 days after the event.
8. Lisa really loves to meet her audience and delights in giving extra time to your attendees. Audiences love to spend a moment with Lisa after a presentation to chat, or ask questions, so we highly recommend that you schedule a break immediately after her presentation

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