



Michael Dobson

SIDEWISE™ PRESENTATIONS

Audio-Visual and Room Requirements

Overview

- ❖ Video projector
- ❖ Rear projection preferable
- ❖ Large screen positioned to the side of the platform
- ❖ Room lights up, but dimmed near screen
- ❖ Clear platform (for larger audiences and rooms)
- ❖ Wireless lavalier microphone
- ❖ Small table on floor off of platform for laptop
- ❖ Audio connection to laptop

Specific AV Requirements

Screen – Please position the screen to the side of the platform, if possible. Doing so helps position the presentation graphics appropriately as secondary in the minds of the audience members.

Screen Size Guidelines –

Distance from the Screen to the Furthest Seat	Minimum Screen Width
50 feet or less	8 feet
60 feet	10 feet
70 feet	12 feet
85 feet	14 feet
100 feet or more	let's talk

Video Projector –

Please provide a video projector capable of receiving input from both a laptop computer and a VCR, simultaneously. Projectors producing less than 1,000 lumens of light rarely provide a satisfactory image.

Computer Table –

Please provide a skirted table on the floor near the front of the platform (a 36” draped round works well). This is where Michael’s laptop will be positioned. The monitor cable, audio cable and a power supply for the laptop will need to serve this table.

Microphones –

Please provide one wireless lavalier microphone for Michael and a separate microphone for the introducer.

Audio Output –

Please arrange to connect the computer into the house sound system.

Advance Access to Facility –

Michael will need access to the presentation room at least one hour prior to the presentation for set-up and lighting adjustments. If the schedule is such that this is not possible immediately before his presentation, he will arrive as early as necessary to handle these matters.

Room Arrangements

Set-Up –

Classroom (herringbone) or theater (seats min. 6 inches apart) is recommended. Round tables are fine though they do disperse the audience.

Configuration –

Rear projection, if possible, will result in brighter and richer projected images and require fewer room lighting adjustments.

Platform –

A platform is recommended once the audience exceeds 100. Sometimes the sight lines of the room and room set-up make it beneficial to have a platform even with smaller audiences. When a platform is used, a clear platform without a podium, tables or chairs is preferred. If a podium is required for other speakers, please place it to the side of the platform or off the platform and on the floor, if that is possible.

Lighting –

The room and stage need to be fully lit but without light washing onto the screen. This commonly requires disabling a few lights above the screen.