



General

Stefan will bring his own notebook computer with a multimedia presentation (PowerPoint) and only requires a screen, data projector and wireless lapel microphone. He does not require a lectern or flip chart. Specific A/V requirements usually depend on the audience size and layout of the meeting room. See below for suggested guidelines.

Less than 100 people

For small crowds, especially if the room has good acoustics' no sound system or microphone is usually necessary. Almost any seating arrangement is workable including U-shape and round tables.

More than 100 but less than 1,000

Please ensure that you have a good quality data projector and a nice large screen for people in the back of the room to see easily. Recommended seating is schoolroom (tables and chairs). One center isle is preferred.

Over 1,000 people

With large groups over 1,000 people, you are frequently limited or dependant on what the facilities has available. Cinema seating is suggested so as to prevent that the people are not that far back and a raised floor in front is recommend. Two large screens towards the sides work best and two or more isles are necessary for good crowd control.