

ROOM AND AV SETUP FOR ARTEMIS

Proper setup of your learning environment is key for maximum success. Below are some ideas that will add to the quality of your meeting. Please keep in mind that although they are not required, using these principles can enhance positive, enthusiastic responses from the audience. If you have any questions, please call (972) 646-1577, and we would be more than happy to assist you.

For Keynote Presentations:

- Wireless Lavalier or headset microphone
- Hand held microphone for audience participation (When required)
- Plenty of stage room, and ability to walk into the audience
- PC (operated by Artemis) from Stage with audio hookup (Preferred)
- Ability to hook up MP3 player into sound mixer

1. **Tips:** Use your own speaker sound system, rather than the speakers in the room ceiling. You will get a much higher quality sound.

2. For Larger Groups use speakers in the front, and middle of the audience.

3. Use additional light sources for presenters – This will create less distracted.

4. Use a dark backdrop - the face of the presenter is accentuated against it.

5. Keep the front row as close to the stage as is possibly comfortable—six feet away where possible.

6. Do not overset the room. If you are planning on 1000 people, set the room for 1000 (or fewer), not 1200. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.

7. If the room is rectangular, set the stage area in the middle of the long wall. not on the short end. It is better to have an audience wide than deep.

8. Ask attendees to turn off pagers, phones, and other possible alarms before beginning.

9. Use image camera to screen magnification where appropriate.