

Setups Overview

Setup	A	B	C
Audience Size	100-300	300-600	600-3,000
Items 1-5 remain the same on all setups			
1. Speaker table	Six foot table	Six foot table	Six foot table
2. Connections	AC power strip VGA cable to projector	AC power strip VGA cable to projector	AC power strip VGA cable to projector
3. Microphone	Wireless lavalier	Wireless lavalier	Wireless lavalier
4. Flipchart	Yes	Yes	Yes
5. Seating	Theatre style, no rounds	Theatre style, no rounds	Theatre style, no rounds
Items 6-10 change with each setup			
6. Projector*	On speaker table	On separate table in front of screen(s), or Rear projection	On stands in front of each screen, or Rear projection
7. Screen*	Off center (stage right, presenter left) Size: 10'-12'	Stage left OR right Size: 12'	Stage left AND right Size: Large
8. Risers	None	Height: 12 in. to 18 in. Width: 16 ft. to 20 ft. Depth: 8 ft. to 12 ft.	Height: 18 in. to 24 in. Width: 16 ft. to 24 ft. Depth: 12 ft. to 16 ft.
9. Display tables	Three tables Back of room	Six tables Back of room and/or near the coffee	Eight tables Back of room, foyer and/or near the coffee
10. Extra Audio		Handheld microphone for introducer Computer audio feed Microphone mixer	Handheld microphone for introducer Computer audio feed Microphone mixer
<p>* Permanent mounts (Ceiling mounted projectors and/or wall mounted screens): For single center screen, please arrange the presenter area to be away from the projected image to avoid shining on the presenter. For two screens, center the presenter area between the screens. NEVER place the projector in the center aisle.</p>			