

Meeting Planner Details

A/V and Electrical

For each seminar, keynote or workshop a lavalier microphone, ability to connect to the projection system, screen(s) and electrical capacity at the front of the room are needed. A microphone may not be needed for groups less than 40 people. There is a graphical element (power point) to all sessions.

Two seminars have a musical component. The music is pre-recorded on my laptop, I will need either a way to plug in my laptop to the facility PA system, or a handheld microphone to place next to my computer. Please contact me for specific details on the seminars that incorporate music.

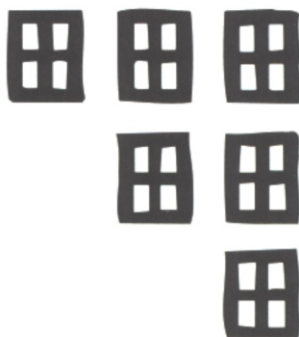
Seating and Room Set-Up

Please allow for space and a table to work at the front of the room. A tabletop podium is fine, but not a stand-alone as this does not provide enough room for my computer and notebook, etc.

Depending on the chosen seminar, either a traditional Chevron or classroom layout works best for most seminars. A round table luncheon set up works best for the Keynote and other sessions. Please contact me for specifics on which set-up works best for each seminar or workshop. Please see the attached two pages for sample room configurations.

Handout

Each seminar or workshop has a handout ranging in pages from 4 to 12. Please contact me for specifics on the handout for your chosen session, or visit the seminars page at www.theapartmentguy.net to preview selected handouts. The keynote sessions do not require a handout.



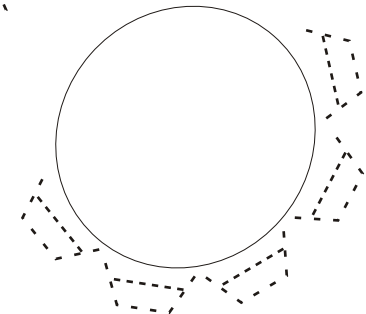
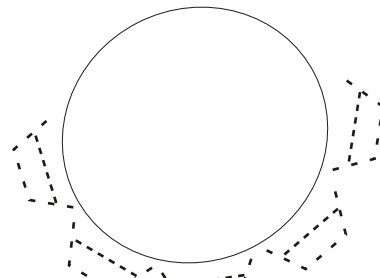
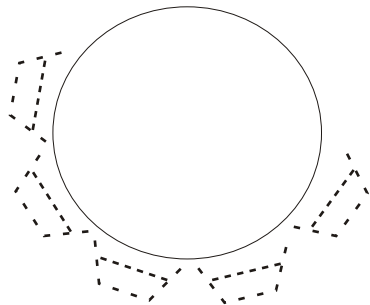
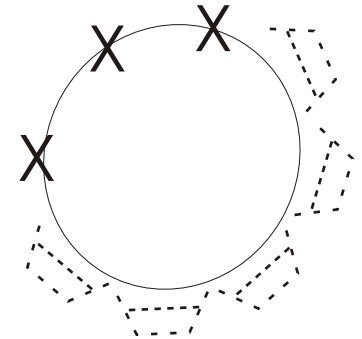
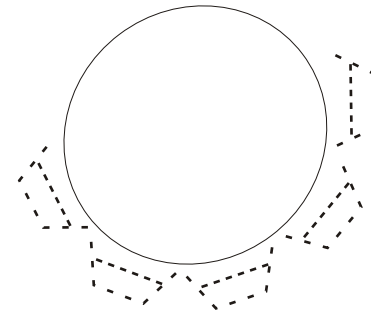
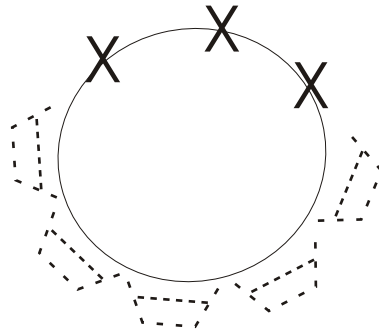
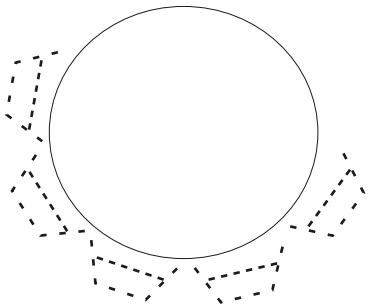
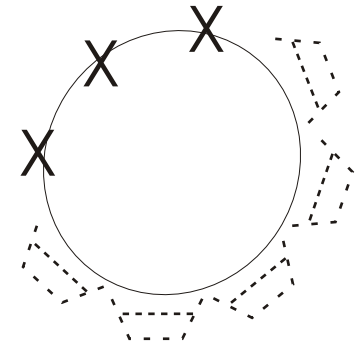
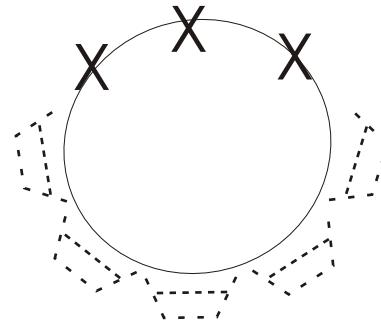
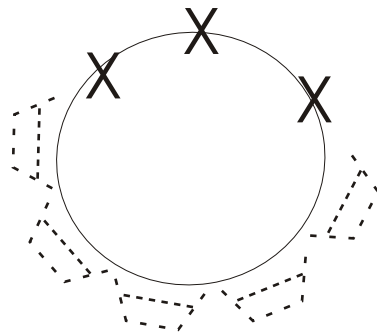
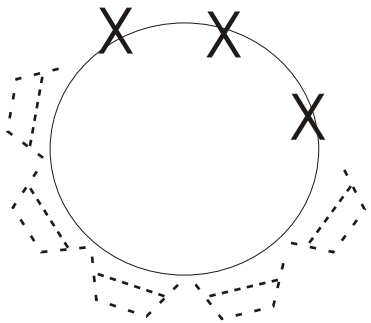
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Preferred Seating Layout - Larger Group

Scene

Speakers Table
(no podium, please)

Projector stand/table



X - Please only seat 2/3rds of the table so that nobody's back is to the screen and speaker

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Professional Seminars Property Marketing

Preferred Seating Layout - Small Group

