



MEETING PLANNER CHECKLIST AUDIO VISUAL REQUIREMENTS

In preparation of our upcoming event, please find Dieter's room and audio/visual requirements below. We recognize that you may already have a full agenda with specific room set-up necessities and understand if you are unable to meet all of these requests. Therefore, we maintain a certain degree of flexibility with these requirements and would kindly ask that you communicate any significant variances and/or last-minute changes. Thank you for your assistance, and we look forward to a successful and enlightening event!

IMPORTANT

SOUND CHECK

Depending on the time Dieter is scheduled to go on, he prefers to take care of room set-up and all sound and A/V checks the afternoon/evening before your event. For events with materials, please ensure that shipment(s) are placed in the room in advance of set-up. Once Dieter is "on property," he can be reached via the contact information below.

DIETER'S CONTACT INFORMATION

CELL PHONE: 631.885.0747

TEXT: 631.885.0747

OFFICE: 888.783.4180 x6

EMAIL: dhertling@improvegroup.com



EMPROVE GROUP
PERFORMANCE

Meeting Room Requirements		✓
• Lighting, ventilation and room temperature are critical. All lights must be at 50% to set proper mood and to facilitate communication, interaction and conversation.		
• Tables should ideally be arranged classroom style with center isle for easy audience access.		
• If this is a banquet set-up, please ensure the meal is completed before Dieter's program.		
• Dieter prefers the front row of the audience as close to the stage as possible. He uses the entire stage and frequently walks into the audience.		
• Dieter will present from his laptop or iPad. A Windows-based backup computer loaded with Microsoft PowerPoint 2007 or newer is requested. Dieter will load his presentation, via flash drive, onto that computer should there be any technical difficulties with his laptop/iPad.		
• He will use a hand held remote to advance his slides and must be within 40 feet of the laptop/iPad for the remote to function. If the computer is unable to be within this distance, please provide an alternative remote control system.		

Facilitator Requirements		✓
• One small draped round table with two bottles of cold water, internet connection, a mini jack for audio and VGA connection for IMAG/video projection for his laptop/iPad		
• Wireless/Cordless Lavalier Microphone		
• Multimedia Video Projector with VGA input		
• Flip Chart (1 full pad of paper), Easel and new markers (for groups under 150)		
• Overhead Projector and 10, clean transparencies and markers (for groups over 150)		
• Power Strip and Extension Cord running to facilitator table		

If you have any questions about this room set-up, please contact Sofia Madison at 888.783.4180 x 0. Day of event/on property contact is Dieter at 631.885.0747.

