



## Audio / Visual Needs

### David Irvine and Jim Reger's Keynotes and Sessions

Newport Institute events utilize computer images, video and audio to help deliver the messages and make for an rewarding and memorable event for your attendees. If you have any questions or concerns about these items, please do not hesitate to contact Laurie Peck (lpeck@newportinstitute.com) at 1-866-621-7008.

#### Events with less than 250 participants

- A cordless lapel microphone
- LCD projector, High Power Projector (minimum 2000 lumens) -- please make sure cords are long enough to reach computer table. Projector must be equipped to work with either a Macintosh-based or Windows-based computer (supplied by the presenter)
- An audio hook up so that sound can be played through the computer for part the presentation
- A LARGE screen
- Table at the front for laptop computer and other equipment to support PowerPoint
- If the event is a half day or full day event please set the room up with round tables -- so people are facing the front in half rounds (this set up allows the group to easily switch into small group discussions throughout the presentation
- 60 minutes of setup and run-through time in advance of the presentation to test the audio visual system

#### For events with more than 250 people

- AV MUST BE SPECIALLY tailored to the venue - Contact organizer for special requirements
- Screen format: Prefer rear-projection or flown from a truss, allowing the presenter to walk in front of the screen without obstructing the image.
- For example: Audio Visual: AV may need to be upgraded for a larger group and a bigger venue -- 2 screens will be needed and a good sound system

#### Merchandise sales

If book sales are permitted, please have a table setup at the back of the room for books (with 1 or 2 volunteers to assist if possible - each volunteer will receive a free book for their time)

#### Other needs:

Water (bottled) on stage  
Quiet space before the event (green room)

#### Note:

No event can be recorded without written permission of speaker. Please contact Laurie Peck (lpeck@newportinstitute.com) with any questions about recordings.

#### Accommodation Requirements

To ensure the very best performance for your event, please arrange for accommodations that are:

- 1 bedroom suite or room
- non-smoking room
- corner location or away from elevators and ice-makers
- high-speed internet access
- convenient access to your venue