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## **Standard Room Audio & Video Setup:**

This information is the basic items needed for Maurice when he's giving a keynote presentation and/or workshop session. Please contact our office at any time.

### **Preference for (Keynote)**

- 1- Lapel Microphone or Hand-held cordless microphone (with fresh batteries)
- 1- Bottled water at room temperature or hot tea with lemon and honey
- 1 - 6 to 8 foot table placed in a high traffic area to display Maurice's educational learning materials
- 2 – Tablecloths that Maurice can use to display his material and cover his material when he is on stage or cannot be at his table
- 1 – Event Assistant to help Maurice with handouts, product sales, logistical concerns, etc.
- 1 - CD Player (when requested)

Plenty of Stage Room with a podium or stand

### **Preference for (Seminars)**

- 1 - 6 to 8 foot table for Maurice's laptop and workspace educational materials
- 1 - LCD Projector that Maurice can connect his laptop to for his PowerPoint Presentations
- 1 - Projector Screen to display the PowerPoint Presentation
- 1 - TV and DVD
- 1 CD Player (When Requested)

Classroom style seating with table area for participants

If there is a problem with any of these requests please do not hesitate to contact us at 1-877-612-8114 or email us at the above email.