Elizabeth Woodcock's Audiovisual Requirements

(Thank you!)

LAPTOP COMPUTER:	SPEAKER WILL BRING HER OWN.
REMOTE SLIDE ADVANCER:	SPEAKER WILL BRING HER OWN.
PROJECTOR:	LCD PROJECTOR.
CABLES:	CABLE MUST BE LONG ENOUGH TO REACH FROM PROJECTOR TO SKIRTED TABLE (WHERE SPEAKER WILL PLACE LAPTOP).
ELECTRICAL:	EXTENSION CORD POWER STRIP W/ SURGE PROTECTOR.
SCREEN:	12-FOOT SCREEN (OR AS LARGE AS POSSIBLE) EITHER CENTERED, OR SET TO AUDIENCE LEFT AND ANGLED TOWARD SPEAKER.
MICROPHONE:	WIRELESS LAVALIERE. PLEASE SUPPLY WITH NEW BATTERY AND SUPPLY EXTRA BATTERIES FOR FULL DAY COURSES.
SEATING:	WHATEVER IS BEST FOR THE AUDIENCE – ROUNDS or CLASSROOM.
TABLE:	SMALL SKIRTED TABLE FOR SPEAKER'S LAPTOP AND NOTES. TABLE SHOULD BE PLACED IN FRONT OF THE FIRST ROW OF THE AUDIENCE, OR ON THE RISER IN THE CASE OF MORE THAN 200 ATTENDEES. THE TABLE SHOULD NOT BE IN FRONT OF THE SCREEN, BUT OFF TO THE SIDE. THE SPEAKER SHOULD BE ABLE TO WALK UP TO THE TABLE WITHOUT HAVING TO TURN HER BACK TO THE AUDIENCE.
PODIUM:	NO. THE SPEAKER DOES NOT USE ONE, ALTHOUGH IT IS CERTAINLY FINE TO HAVE ONE ON THE RISER FOR OTHER SPEAKERS OR FOR THE INTRODUCER.
RISER:	@ 12" RISER (FOR AUDIENCES OVER 200) - WITHOUT RAILINGS!
WATER:	IF POSSIBLE, PLEASE HAVE WATER (NO ICE) AVAILABLE.

PLEASE CALL SPEAKER WITH ANY TECHNICAL QUESTIONS ABOUT SET UP. OFFICE 404-373-6195
EMAIL: ELIZABETH@ELIZABETHWOODCOCK.COM; Thank you SO much!!