Room Set Up Preferences
Please share this page with the AV/Room Set Up Coordinator

Meredith has found the following meeting room set up guidelines will support a positive learning environment and excellent meeting experience. She understands that set ups can vary and some requests will not be possible. Here are Meredith's recommendations for a perfect set up.

- **Timing** - The ideal amount of set up time is one hour before attendees arrive so the room can be completely set and Meredith ready to greet everyone as they enter the room. The minimum set up time needed is 30 minutes. If there is another presenter using the same room before or after Meredith, one option is for Meredith to set all of her equipment on an extra AV cart so that when the session before Meredith is over, she can wheel her cart into the room and plug everything in quickly.

- **Laptop** - Meredith strongly prefers to use her own laptop. She is a Mac user and will bring every possible adaptor to connect to the LCD projector. Meredith's slides are in Keynote (not Power Point) and they contain many custom fonts, audio and video files which will not transfer over to another computer. If it is not possible for her to use her own computer, please notify us at least 60 days before the presentation so the slides can be modified before she arrives onsite.

- **Table for Meredith's Laptop** – Meredith prefers to have access to her laptop while presenting because she frequently exits the slides and does live online demonstrations. Please see the diagrams for suggestions on how to position the table for the laptop. Please note extra-long cabling will be needed to connect the laptop and projector since they will not be located on the same table.

- **Multiple Laptops** - If another laptop is going to be used prior to Meredith's presentation, please provide an A/B switch so both laptops can be connected during set up and remain connected once the program begins.

Questions? Don't hesitate to call or email us! You can reach Meredith best by email at meredith@creatingwow.com or Allen by phone at 407-718-1769.
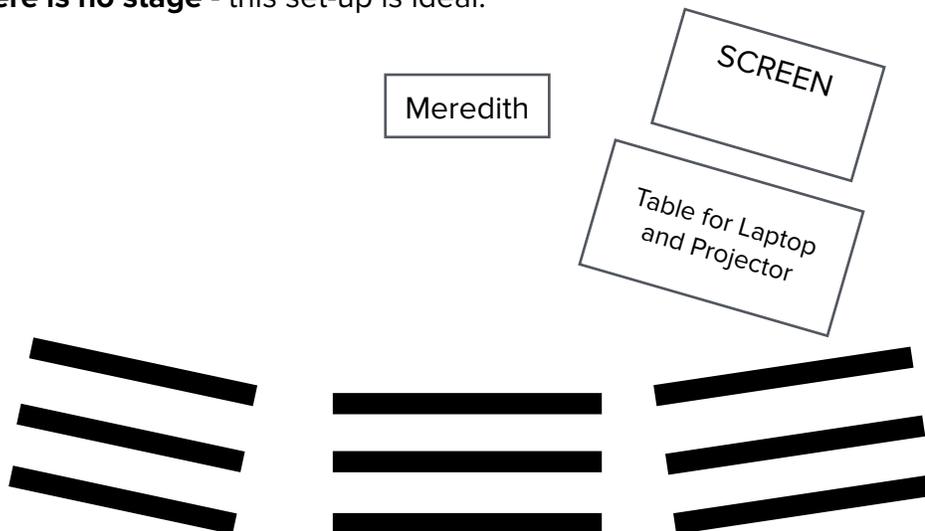
- **Lighting** - Meredith prefers the front of the room where she will be presenting to be well lit. Please do not dim the lights in the room. The ideal location for the projector screen is in the corner of the room with no light shining directly on the screen.

- **Screen** – Please use as large a screen as possible. For large audiences, consider two screens. If the screens are not ceiling mounted, position them to the side of the speaking area at an angle (not on or behind the stage/speaking area). If the LCD projector is not ceiling mounted, please place the projector on a small draped table opposite the screen. Please advise us 60 days in advance of the presentation if the screens are going to be widescreen (16X9) so the slides can be modified before she arrives onsite.

- **Staging** - For groups larger than 50 a riser/stage is ideal so everyone can see Meredith. Please remove everything from the stage except a table for her laptop. Meredith does not need a podium or head table on the stage.

- **Internet Connection** - Meredith uses audience polling in her programs to make the program more interactive. The audience polling software requires an Internet connection. The most reliable connection is a hard-wired connection. If that is not possible, please provide Meredith the event Wi-Fi password.

- **Microphone** - For groups over 30, Meredith recommends a microphone. A wireless lavaliere or countryman are preferred.

- **Sound for Laptop** - Meredith uses audio and video clips in her presentations. Please provide an RCA cable for her laptop that is connected to the sound system.

- **Seating** - Classroom or theatre style seating is preferred. If doing round tables, please set the tables in crescents so everyone at the table is facing the front of the room.

- **Additional Tables** - If Meredith is permitted to sell books at the event, please provide (1) six foot skirted banquet table in the back of the room or off to one side of the speaking area. Please keep the table inside the meeting room.

Room Set Up Diagrams

If there is a stage - Meredith would like access to her computer on the stage or a monitor placed on the floor.

SCREEN

Stairs

STAGE

Laptop

SCREEN

Projector

Projector

Podium
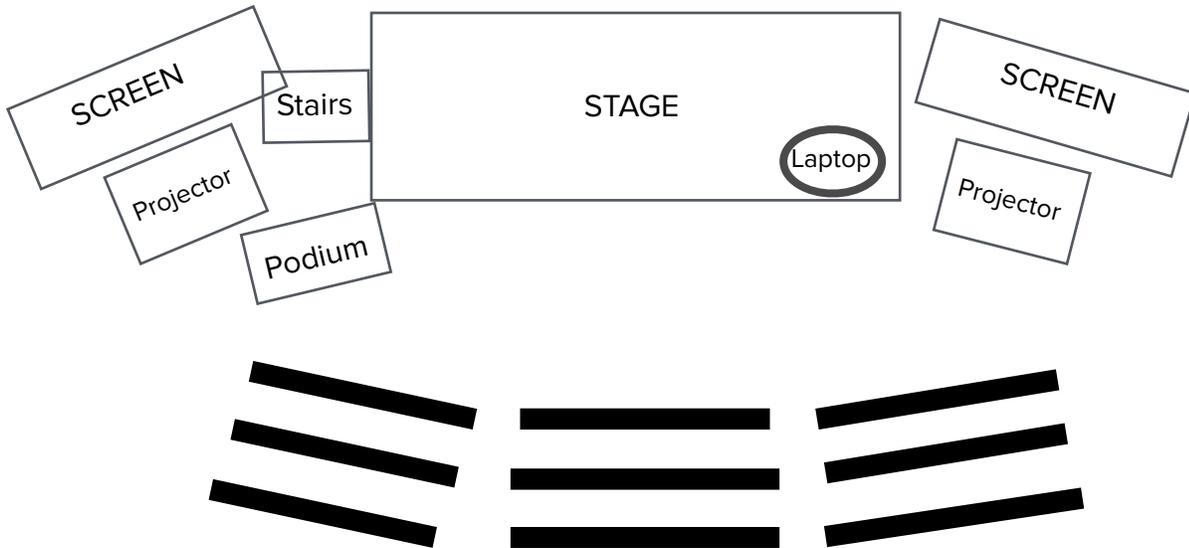
If there is no stage - this set-up is ideal.

Meredith

SCREEN

Table for Laptop and Projector

Meeting Room Set Up Checklist

____ LCD Projection system and screen

____ Sound system if more than 30 participants

____ Wireless lavaliere/countryman microphone with windscreen

____ Flip chart with markers (for audiences less than 50)

____ Extension cord

____ Power strip with 1 outlet for laptop and 1 outlet for projector

____ Mats or tape to cover cords

____ Table(s) for computer and projector

____ Handouts for each participant

____ Name tags or tent cards with first names written very large

____ Someone to help distribute handouts before session starts

____ Pen and/or pencils for participants

____ Wifi password for event posted or given out

____ Tables and chairs for participants set up in a way that they can see Meredith and the screen

____ Table(s) for sponsors and Meredith's books (if applicable)

____ A/B switch if multiple laptops are being used

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