



LEAD CONNECT LIVE

Audio Visual & Presentation

The following list is recommended for the best audience experience of Kim's program. If anything below isn't available, please call and we will work together to find alternative solutions.

Room Arrangement

We understand that in many cases, the room set-up is already established. However, the ideal situation includes the ability for ALL attendees to be able to clearly see and hear Kim and her visuals on screen.

- If choosing table rounds, please leave as little space as possible from the stage to the front tables and just enough room for people/servers to pass through tables. If possible, set for just enough people as attendee.

Riser/Staging

- Kim prefers to be elevated above the floor level commensurate to room size. (6 to 8 inch risers for small rooms, higher for larger rooms)
- If a head table is utilized, you may consider placing a short riser in front of it and relocate the table's occupants to other seats during Kim's program.

Microphone

- For groups of over 40 people, a microphone is required.
- Interactive sessions may require a secondary hand-held wireless microphone for audience participation.

Depending on the program, Kim may utilize a PowerPoint multimedia presentation, and requires the following to ensure its success:

- Screen

A video screen will need to be positioned in the front of the room. Ideally, the screen should be positioned to the side of the main stage so Kim does not walk in front of the doors. The screen should be high enough and large enough to be seen by all. Care should be taken to assure that no direct light is upon the screen.

If using two large screen monitors and projecting Kim's image on the screen during her presentation, we prefer the screens are split. One screen continually showing her and the second screen showing her Power Point Presentation.

- **Projector**

Kim will need a video/data projector to interface with her laptop computer. This should be a current model projector (minimum 1024 x 768 VGA resolution) bright enough to be seen on the screen without dimming the room lights. The projector should be pre-positioned and tested on an A/V cart or table aimed at the screen, and have an electric power strip running to it with additional outlets. If you prefer she bring a thumb drive containing her Power Point presentation, please let us know two weeks ahead of the program.

- **Sound**

Please provide a patch cord from the AV cart to the house sound system (or mixing board) wired with a mini plug adapter so that the entire audience may hear sound from Kim's laptop.

- **Lights**

The room should be either fully or almost fully lit to maintain a high energy level by the audience. Make certain, however, that direct light is not reflected upon the screen. For larger stages, please light the stage from end to end.

Products Table: If you have approved the sale of Kim's materials after the event, she will need a 6 or 8-foot long draped table to display products.

- **Music**

If using walk on/walk off music, Kim suggest the chorus of "Miracle-Remix" by The Clark Sisters.