



Preparing for David Avrin's Presentation:

(David Avrin is very easy to work with. The following is to ensure a great experience for your audience.)

ROOM ARRANGEMENT

We understand that in many cases, the room set-up is already established. However, if alteration is available: The ideal room arrangement is: theater style, classroom style or round tables.

STAGE

If possible, David prefers to be elevated above the floor level commensurate to room size. (6 to 8 inch risers for small rooms, higher for larger rooms.) The stage should be a minimum of 8' x 12' with one small table off to one side. Ideally, the distance between the stage and the audience should be minimized. David does not use a podium. Preferably, the stage will be free of any podium, or at least moved off to the side and out of the way.

SOUND

David prefers a cordless lavalier microphone with a corded hand-held microphone readily available as a back-up in case of technical difficulties. David's cordless mic should not also be the one used to introduce him.

AUDIO VISUAL REQUIREMENTS

David utilizes a multimedia presentation on a Mac "Keynote" format and prefers to use his own computer. The connection is fast and simple. The following is needed to ensure its success:

1. SCREEN

A video screen(s) should be positioned in the front of the room. Ideally, the screen should be positioned to the side of the main stage so David does not walk in front of the projection. If in the front corner, it should be the corner where there are no entry 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. (Unscrew bulb above screen if the lights above it cannot be dimmed.)

2. PROJECTOR

David will need a video/data projector to interface with MacBook. This should be 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 electrified power strip running to it with additional outlets. Please confirm power at least one-hour prior to scheduled presentation.

3. 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 clear sound from David's laptop.

***Final Note:** Unless other arrangements have been agreed-upon, final payment is due on-site immediately following David Avrin's presentation. Please work with your internal accounts payable department to ensure that a check is cut prior to the event and is delivered to David Avrin or other company representative following his presentation.

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