



# turning managers into leaders

## **MERGE GUPTA-SUNDERJI A/V AND ROOM SET-UP REQUIREMENTS**

Merge's goal is simple: she wants to give audiences the most meaningful, content-driven, and impactful learning experience, ever! Audio-visual and room set-up components are critical success factors to achieving this goal. Ideally, Merge would like to see the room in advance of her presentation; however, she is flexible, and will work with you and your constraints to make the magic happen!

### **KEYNOTES**

- Ideally, theatre or Chevron style seating with a centre aisle.
- A raised platform – please keep in mind that Merge is 5'2", so this is critical for large rooms and audiences.
- No podium is required; if it's needed for the introducer, please place it to the side and several feet back from the front of the stage.
- A small table placed to the right (when Merge is facing the audience) of the stage with enough room for water (see next point) and a sheet of paper.
- Bottled water, or if unavailable, a pitcher of water WITHOUT ice.
- Two glasses.
- Full house lights.
- A wireless lapel microphone.
- A laptop (or house computer), high-resolution LCD projector, and a large screen. Please have the screen placed to one side of the stage. If possible, have the light bulbs over the screen unscrewed. Merge will bring her PowerPoint presentation with her on a USB stick.

### **SEMINARS AND BREAKOUT SESSIONS**

- Classroom-style, half-rounds, or three-quarter-rounds seating. If an alternate seating style is needed, ideally, it should be set up so that participants have table space on which they can write.
- Full lighting.
- A wireless lapel microphone.
- A laptop (or house computer), high-resolution LCD projector, and a large screen. Merge will bring her PowerPoint presentation with her on a USB stick.
- Raised platform, depending on group size.
- Bottled water, or if unavailable, a pitcher of water WITHOUT ice.
- Two glasses.