

Dr. Eve Meceda's Room Set-up and A/V Recommendations

Dr. Meceda's primary goal is always to ensure the most valuable and enjoyable experience for her audiences. With this goal in mind, we have found that certain A/V equipment and room configurations literally "set the stage" for an outstanding session. Although these conditions are not required (Dr. Meceda has very successfully presented in a variety of quite challenging environments!), we do suggest implementing as many as you possibly can.

If you have any questions, please contact us at (919) 840-8888 or info@lionsleapcoaching.com and we would be happy to assist you.

Equipment

- Wireless, clip-on (lavaliere) microphone for audiences larger than 30 (or any setting where acoustics are known to be difficult)
- LCD projector
- Screen of sufficient size that all attendees can see/read images from the projector
- Table for LCD projector
- Extension cord for LCD projector and Dr. Meceda's laptop (if they will not be right next to a power outlet)
- Large paper flip chart on an easel, with several wide-tip markers in dark colors
- Small table or podium where Dr. Meceda will be standing (for her water bottle, etc.)

Audience Seating Arrangement

- Place seats so that participants can see as many of their fellow attendees as possible, as this is more conducive to engagement and interaction.
- In a rectangular room, set the presenter up on the long wall rather than the short wall, as it's better to have the audience wide as opposed to deep (otherwise the people in the far back of the room feel disconnected from the presenter).
- Set the room for the number of attendees you truly expect, as having an empty front row reduces audience engagement in the session.