

## ROOM AND A/V SETUP FOR SETH'S KEYNOTE PRESENTATIONS

Proper setup of your meeting room or learning environment is key for maximum success. Below are some ideas and suggestions that may add to the quality of your meeting.

### FOR KEYNOTE PRESENTATIONS:

Meeting rooms without outside sources of light (bright sunlight) may be less distracting and enhance presentations. To the extent possible, lighting control would be helpful.

A wireless lavalier microphone is preferable, as Seth often engages the audience and moves through the room.

Consider additional light sources for the presenter. Studies have proven that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.

Provide plenty of stage room or access to the audience.  
For all keynotes and all workshops, please provide a data projector and screen with a fresh or spare bulb.

About an hour before the presentation, Seth would like to meet with the AV expert to review the lighting, sound and projection.

Video/audio taping of Seth's presentation is granted for archival purposes and may be made available for internal viewing.

Additional copies of the presentation may not be made, distributed or sold.

Client shall provide a copy of the recording to New Amsterdam Media within 30 days post event.