



LAUREN MACKLER

Live boldly and ignite your life!

Audio Visual Needs & Successful Meeting Tips

Lauren shares your goal of delivering a successful event! Toward that end, we'd like to offer some suggestions for staging, ambiance, and scheduling.

AV Needs

- Lauren prefers to use a wireless Lavalier microphone. Please ensure that the AV department has a back-up microphone available at all times. We suggest that someone on your team be assigned to the microphone system in the event that any sound adjustments (volume, feedback, etc.) need to be made during the presentation.
- For presentations in which Lauren uses Microsoft PowerPoint, she will need a LCD Projector, the cable to connect it to her laptop PC, and a wireless mouse/clicker.
- Please provide a 6' draped table for Lauren's laptop and materials, bottled water, and a glass with no ice.

Seating & Room Set Up

- Theater or classroom seating in chevron style is preferred. However, we understand that when the presentation is planned around a meal, this is not feasible.
- Please ensure that the room is well lit, especially the staging area. It's also ideal if the room is bright enough for Lauren to see the faces of the audience.
- It's distracting and challenging to build audience rapport when people are still eating. Please ask the banquet staff to clear people's plates and tables AFTER Lauren's presentation.
- For your audience's benefit, please ensure that there is no noise from an adjoining room or background music that can distract from the presentation.
- In the event that your meeting room is rectangular, please position the stage in the center of the longest wall to maximize audience visibility and intimacy.

Scheduling Tips

- To maximize your investment and Lauren's message to the audience, if possible, we ask that you please avoid scheduling a cocktail hour prior to her presentation.
- Please avoid extended announcements or awards immediately after Lauren's presentation, which tend to diffuse the energy in the room and Lauren's message to the group. We suggest having these announcements before the presentation, or taking a break after her presentation.
- If possible, we suggest that you avoid scheduling your keynote speaker the final day of your event, when participants may have been up late the night before.

Recording

- Audio or video taping is available with written permission only. If you're interested in taping Lauren's presentation, please contact the office at 617.244.6420.