

ROOM AND A/V SET UP

(How to get the most out of your presentation)

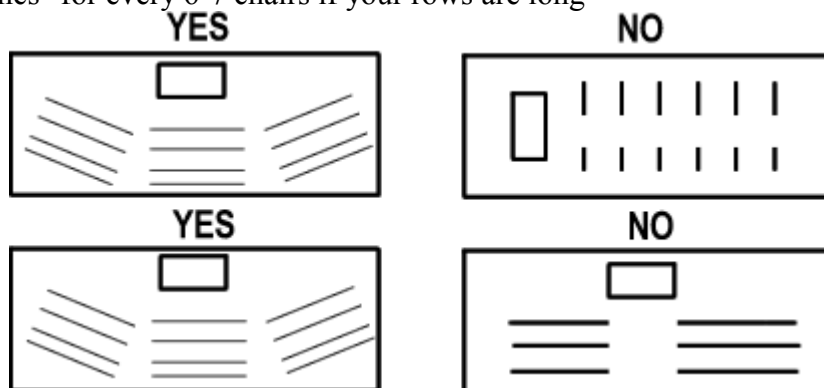
An written introduction for Fernando Navarro will be provided to be read before the presentation. Greetings with the audience are encouraged before and after the speech, also one on one consultations are available to maximize results.

Choose the best time for powerful presentations. Consider Fernando Navarro to speak at the beginning of the program before awards, long announcements, big meals or cocktail parties when the audience is more alert. The amount of energy of the audience during the presentation will determine the success of the day. Music -for the seating and breaks- and bright lights are ideal

Fernando Navarro is a dynamic speaker and likes to move around the stage, the seating arrangement is crucial for all of your audience to benefit from the presentation.

For the room set up take the following considerations:

- *If the group is larger than 100 people a raiser stage is ideal
- *Avoid a center aisle. The best seats are in front of the speaker.
- *Have chairs chevroned rather than in straight rows (more comfort and focus)
- *Stagger chairs if possible and allow for a minimum of 6 inches between chairs
- * If room is rectangular, set the stage in the center of long wall with single chair "exit lanes" for every 6-7 chairs if your rows are long



- *Keep the front rows as close to the stage as comfortable
- *Allow space for demonstrations
- *DO NOT overset the room. Unoccupied chairs make the room look empty
- *Have a "host" direct the participants to take seats up front first
- *Avoid noise during the presentation (Doors, food serving, etc)

In the Audio Visual area this are good things to take in consideration:

- *PowerPoint and/or Overhead Projector.
- *Projection Screen (size depending on room).

- *Wireless (lavalier) mic and hand-held mic (optional) for audience questions
- *Make sure the sound system in the room works properly, if not provide your own
- *Check the insulation of the room
- *Check the lights in the room; the front lights should be dimmed if there is a projection during the presentation, use spotlights for the stage if they are available
- *If videotaping the event, choose the best equipment available

Lets have a fantastic presentation!