

Carol Ring

## AUDIO/VISUAL REQUIREMENTS

- Wireless Lavalier Microphone
- With fresh batteries and a back up microphone
- Hooked into sound system
- Video: Projector-Large Screen
- Minimum 12' screen
- LCD projector hooked into sound system
- Carol will bring her own laptop and a DVD copy of the presentation
- Workshop Seating Preference
- First choice – round tables
- Second choice – “U” or “V” shape
- Third choice – classroom
- A/V Technician needed
- 15 minutes prior to presentation