



### **AV Setup for Heads Up Ed Presentations**

1. LCD projector and large screen
2. Podium placed next to the end of the table in front of the screen for my laptop
3. Cabling from projector and sound system to plug into a Windows Surface PC laptop (VGA or HDMI)
4. Sound-out from the laptop mini-plug output to the room's audio system or a system of mini-speakers to plug in
5. Lavalier microphone (for large groups of more than 50)
6. Room with window shades that can be drawn to block out light as needed and overhead lighting that can be turned off in the screen area but left on the podium and seating area, if possible
7. Set up:
  - Option 1 - For small groups: "board room" set-up around a seminar table or folding tables set in rectangle.
  - Option 2: For sessions where there will be small group work, a series of round tables or folding tables accommodating 6-8 at a table.
  - Option 3: For large group presentation: Multiple tables or auditorium seating.
8. Name Tents: For smaller groups (up to 25), provide large name tents with the participants' first names for the table(s). (No name tents for strategic planning or head search focus groups, since those sessions are for anonymous input.)