The HopeFULL Institute

Audio Visual & Staging Requirements

○ **TIMING**
We will arrive 30 minutes prior to the start of the seminar to set up.

○ **LARGE WHITE SCREEN**
For multi media projection.

○ **DATA PROJECTOR**

○ **SOUND SYSTEM**
Sound system needs to be able to connect to our laptop via a headphone jack. All sound effects and DVDs are embedded into our presentation. Presenter will bring a suitable adapter for an iMac computer.

○ **ONE HAND HELD MICROPHONE**
Lectern microphone is not suitable.

○ **BOTTLE OF WATER**
For the facilitator.

○ **LIGHTING**
We prefer that the seminar room can be darkened to give the best results for the multimedia used.

○ **PEN**
Every participant should bring a pen with them to the seminar.

○ **STAFF**
Please ensure that there are staff members present throughout the entire presentation.

THANK YOU VERY MUCH FOR YOUR ASSISTANCE IN THIS AREA. PLEASE CONTACT US IF ANY OF THE ABOVE IS UNAVAILABLE.