




Audio Visual & Staging Requirements


Thanks for booking your HopeFull Institute presentation with Glen Gerreyn. We will arrive 45 minutes prior to the start of the seminar to set up and make sure we have what we need. Here's what we need from you to ensure the best outcomes on the day:


-  **LARGE WHITE SCREEN**
Our presentation includes engaging and memorable multimedia. The larger the screen, the better. The images we use are high res so we prefer to hardwire into your system through a HDMI connection, not VIVI.
-  **DATA PROJECTOR**
Our presenter will bring a suitable adapter for an Apple computer with their own clicker.
-  **SOUND SYSTEM**
Your sound system needs to be able to connect to our laptop via a headphone jack or HDMI cable. All sound effects and recordings are embedded into our presentation.
-  **ONE HAND-HELD MICROPHONE**
A lectern microphone is not suitable.
-  **BOTTLE OF WATER**
For the facilitator.
-  **LIGHTING**
We prefer that the front of the seminar room can be darkened. This gives the best results for multimedia content.
-  **PEN & PAPER/NOTEPAD**
Every participant should bring a pen and something to write on.
-  **STAFF**
Please ensure that there are staff members present throughout the entire presentation.
-  **PARKING**
Please let us know if you are able to provide a parking space for the presenter.


Additional Requirements

We want your students or audience to be comfortable so they can focus on the workshop or presentation.

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CHAIRS
Students will be expected to participate and take notes, so it makes a difference if they can all sit on a chair.
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SUITABLE SPACE
A more intimate setting works better than a gymnasium or basketball arena. The ideal room is an amphitheatre with seats in a semi-circle and an aisle down the middle. A lecture room will also work, particularly if it is wide rather than long.
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ROOM TEMPERATURE
Please set the room temperature between 19 and 21 degrees. This helps keep everyone comfortable and alert.
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LIMITED DISTRACTIONS
It will make a difference if bells can be turned off in the seminar room. As much as possible, the room should be free from other students coming and going or making a lot of noise as they pass by.

A COMFORTABLE ROOM AND AN INTERRUPTION-FREE SESSION WILL ENSURE THE SEMINAR DELIVERS MAXIMUM VALUE FOR ALL PARTICIPANTS.

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS ABOUT ROOM SET-UP.

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