

Maximizing the Learning Experience

Linda Swindling, J.D. uses highly relevant Power Point slides to emphasize main points during presentations. Linda moves freely around the room and will not be speaking from a lectern. Please use the checklist below and the room setup requirements to ensure the proper room setup. Thank you!



Equipment

For a PowerPoint Presentation

- LCD Projector (at least 2000 lumens)
- On-site A/V support to troubleshoot before and during the presentation
- Screen (8' or larger, the larger the audience, the larger the screen) on a riser in the right corner of the room from the audience's perspective (DO NOT put the screen in the front center of the room.)
- Wireless lavalier microphone (tie clip)
- Hand-held Microphone with a 50' cord as a backup to the wireless microphone.
- Extension cords (Provide as many as needed for the space)
- Tape (Please tape all cords on the floor.)
- Riser (If your group is more than 100 people in size, a riser is usually needed for Linda to be visible to the audience.)

Room Setup

- Set chairs to face the longest wall (i.e. set the room wide, not narrow).
- Seat the audience as close to Linda as possible with each chair facing Linda. Allow no more than 10% open chairs.
- Keep house lights up full. If the room has any spotlights, please aim them for a general wash of the front of the stage.
- Darken the lights that are directly over the screen (i.e., loosen the light bulbs or remove them.)
- Audiences don't like being cold or too warm. Please set the temperature between 68 and 72 degrees Fahrenheit.

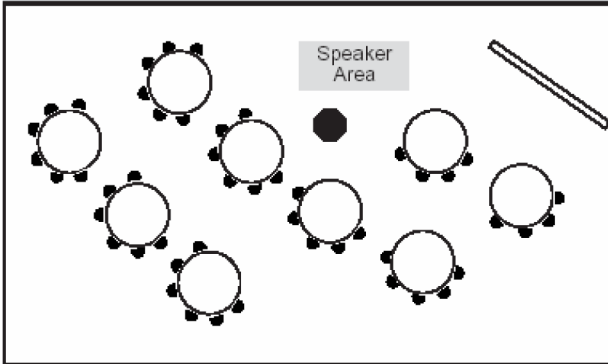


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Note: Linda is flexible and will work with your A/V capabilities and your technicians to maximize the effectiveness of your platform.

Room Setup for Linda Swindling

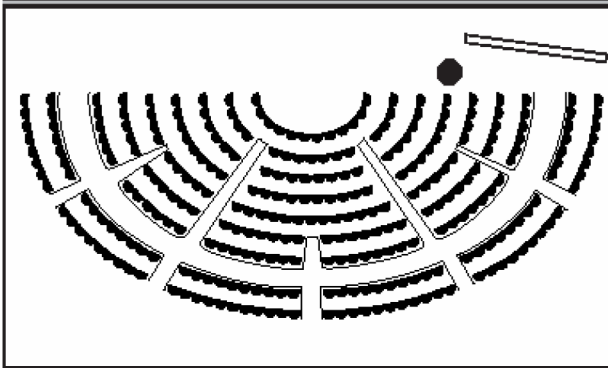
Round Table Style (Set chairs so all participants face the speaker area.)



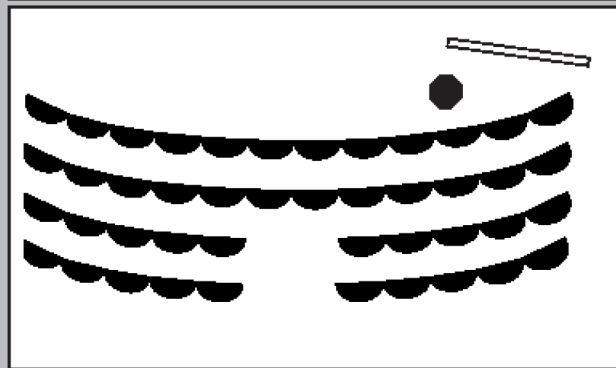
Key

-  LCD projector on a table
-  Screen on a riser
-  Chair
-  Rectangular table (18" wide preferably)
-  Round table

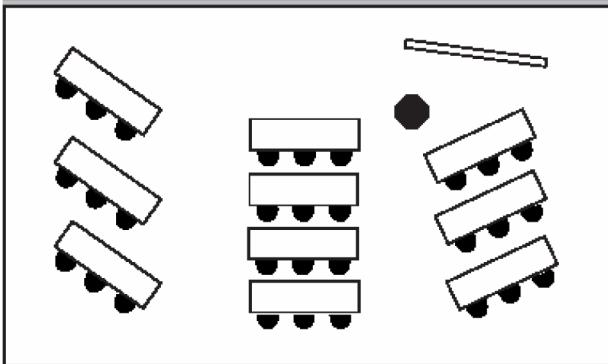
Theatre Style Larger Group



Theatre Style Smaller Group



Classroom Style Option 1



Classroom Style Option 2

