



FIRST CLASS SPEAKING & CONSULTING

LAWRENCE D. EICHEN, ESQ.

973-539-2831

LAWRENCE@FIRSTCLASSPEAKING.COM

SPEAKER AUDIO VISUAL REQUIREMENTS

Please plan to provide the items listed below for the speaker and arrange for delivery to the seminar room a minimum of one hour prior to the presentation.

Equipment

- **LCD Data Projector:** Please provide appropriate cords, extension, and surge protector. provide electrical converters if International. Speaker provides laptop (PC), wireless remote and presentation backed up on thumb drive. Please have AV tech on hand one hour before presentation for any last minute testing and adjustments.
- **Screen:** Use the largest screen practical and position it off-center in a darkened area (provide 2 screens for large groups over 200 attendees).
- **Microphone:** Wireless handheld microphone for more than 30 attendees.

Room Set Up

- **Lighting:** Keep room as bright as possible even when showing Power Point throughout the program. Provide an especially well-lit speaker area.
- **Platform:** Speaker does NOT work from a lectern. Please remove or move to the side of stage before presentation. Please no head tables or chairs on platform area. Supply steps for side access, place lectern to one side for introducer. Place small table in the center of staged area for speaker to place items. Have area for laptop placement for his viewing during presentation or provide video monitor for speaker.
- **Seating:** Classroom style seating for smaller groups and/or theatre for larger keynote presentations
- **Product Table:** Speaker will stay after presentation to meet with attendees to answer questions, etc. Please provide a 6' draped table directly inside the exit door. Make sure that the product table is in the room prior to event for speaker to set up before attendees arrive.

Special Requests

- **Name Badges:** Please print attendees first name on badge large enough to read. This helps the speaker to connect with and involve the audience during his presentation.
- **Room Availability:** Please allow a minimum of 60 mins. before and 30 mins. after the presentation for speaker to set up, take down and meet with attendees. Speaker will arrive 60 minutes before presentation to check room set up and AV. If planning a break between presentations, please allow ample time for speaker to talk with attendees and remove computer and product (minimum 30 minutes).

Recording

- **Copyright:** The material for Lawrence D. Eichen, Esq.'s program is protected by copyright. If recording is done for resale, a separate licensing agreement is required for audio or videotape permission. Please contact our office if you would like to sign an amended agreement which includes the recording of this presentation. Thank you!