



# FIRST CLASS SPEAKING & CONSULTING

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## AV Requirements

### Equipment

- **LCD Projector:** Please provide appropriate cords, extensions, and surge protector (with electrical converters if International). Speaker will provide 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:** Please position the largest screen practical off-center in a darkened area for improved visibility (provide 2 screens for large groups over 200 attendees).
- **Microphone:** Wireless lav. mic. or wireless handheld mic. for more than 30 attendees.

### Room Set Up

- **Lighting:** Keep room as bright as possible with 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

- **AV Equipment:** Please plan to provide the items listed above and arrange for their delivery to the conference auditorium or seminar room a minimum of one hour prior to the 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 speaking presentation and program materials used by Lawrence D. Eichen, Esq. are protected by copyright. Accordingly, the audio or video recording of Lawrence D. Eichen's presentation or use of any of his program materials is strictly prohibited without the express written consent of Lawrence D. Eichen, Esq. Please contact our office if you would like to sign an amended agreement which includes the recording of this presentation or use of program materials.

**IMPORTANT:** If any of the above requirements present an issue, please do not hesitate to contact Mr. Eichen to discuss. Mr. Eichen is committed to ensure a "First Class" experience for your audience.