RICK BARRERA'S
ROOM AND A/V SET-UP

A-V Requirements for Rick Barrera:

Computer and Projection Equipment
Rick would like to use HIS OWN LAPTOP to run his presentation and he would like to HAVE IT ONSTAGE WITH HIM. If you could provide a "highboy" or small round table (just audience left of center stage), that would be great. Rick will bring his laptop, as well as a back-up CD or memory stick, running Windows XP or Vista. He requires an LCD projector (XGA or better) that is compatible with Windows XP or Vista for his PowerPoint 2007 presentation.

Microphone
Please provide a wireless lavaliere microphone if your audience is 50 people or more.

Wireless Mouse
Rick will bring his own wireless mouse.

Lighting
A well-lit room encourages your attendees to interact with Rick. A brightly lit room creates a conducive environment for learning, whereas a poorly lit room dampens interaction and energy. PLEASE PROVIDE AS MUCH ROOM LIGHT AS POSSIBLE…without dramatically impacting the screen graphics or your unique staging.

Stage Preference
Rick does not require a lectern. However, we're aware that his introducer or others will most likely want to utilize one. If you could place the lectern to a corner of the stage (preferably, the front or back corner, to audience left), it can remain on stage and not interfere with Rick's presentation.

Stage Placement
The stage works best placed in the middle of the room and approximately 3-6 feet from the first row of chairs. Rick likes to come down from the stage to interact with the participants. When the stage is set too far from your attendees, it inhibits his ability to involve them in the presentation.

Screen
Rick develops a very customized PowerPoint 2007 presentation for every program. Because each program is unique, it's critical for Rick to be able to refer to the screen easily during his program. If you are using a portable screen, placing it to either corner of the room or the corner of the stage works best.

Rear projection is preferred because Rick's actions won't interfere with the image. If you're using front projection, the screen should be placed in the corner of the room or the stage so Rick can stand center-stage and not interfere with the image.

Room Preference
The size of the room should be equal to the size of your group. If you're unsure about the number of attendees at Rick's session, it is best to err on the side of a smaller room. The closer the attendees sit together, the more synergy and interaction you create between them. Large rooms with a small number of attendees tend to create a flat atmosphere.

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Room Set-Up

Theatre style works best with groups of 100 or more attendees for presentations that are 60-120 minutes in duration.

Classroom style works best with small groups of 20-100 participants and/or for programs that are over 2 hours in duration. Half day and full day programs will contain content your attendees will want to capture on paper, as well as the need for a place for beverages, etc. Set-ups for workshops and longer programs should be discussed directly with Rick since your customized program may require something out of the ordinary.