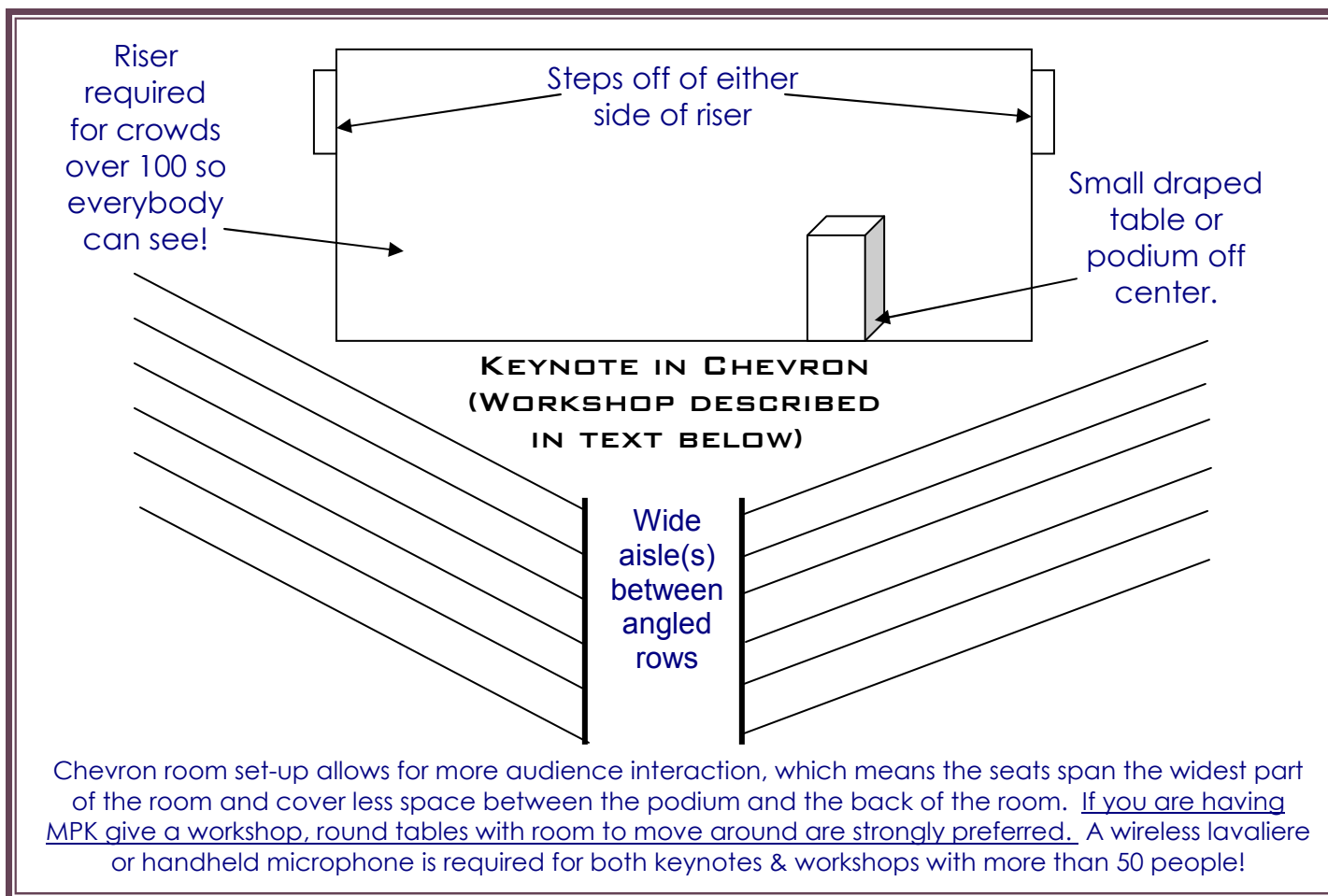


## ROOM SET-UP & A/V REQUIREMENTS



### MEETING PLANNERS PRE-PROGRAM LOGISTICS CHECKLIST

- Give the hotel MPK's room set-up requirements to make your job easier.
- Complete needs assessment and return to MPK with your agenda at least one month before your event.
- Audio: MPK prefers a cordless lavalier or handheld microphone unless it is a small group. Please contact her if you don't have access to cordless.
- Visual: An LCD project won't be needed with most keynotes, but all workshop rooms should be set with an LCD projector on a small table near front of room with a screen that can be easily viewed by all seats in the room.
- Handouts: Once finalized, depending on your needs, a master will be provided for the meeting planner to duplicate.
- Lodging: At least one overnight state is required, most of the time. Please arrange a NON-SMOKING room.
- Audience comfort: Uncomfortable people learn less. Checking climate, light, and sound control in advance will help you make the most of your meeting!
- Give Michele names of volunteers for audience participation for a keynote.
- Be ready to have fun with MPK's program!