



## A/V & Room Set Up for Karen's Programs

- Program Chair will introduce Karen Cortell Reisman
- A/V needs:
  - Screen
  - LCD projector
  - House sound
  - Cordless mic
  - Karen will be using MacBook Air and will bring adapters
- Karen will meet with the A/V fabulous people the day of the speech for a mic, sound and ppt/video check
- Because so many people request learning tools at the end of Ms. Reisman's sessions, she will be signing books for those who want them after her presentation. Client will provide a table and assistance in selling books at Back of Room after the presentation, if pre-planned and authorized by client.
- If the room is rectangular, please have Karen in the middle of the long side.