

Guidelines for Room and AV Setup for Martin D. Levin, DMD

Office: 301-654-6077, Cell: 240-447-2547, Email: drlevin@endonet.com

Appropriate room setup can make a big difference in your event's success. Here are some suggestions and tips that will be useful. Please let me know if you have any questions or call Angela at 301-654-6077 and she will be happy to assist you.

Presentation Setup for Small Venue

1. Wireless clip-on microphone with fresh batteries, as necessary.
2. Projector and HDMI cable will be provided by Dr. Levin. Table or projector stand will be required.
3. The projection screen is as important to the program as the projector. Rooms with a low ceiling will limit the screen size, please make sure that the ceiling height will accommodate an appropriate size screen. All presentations will use the 3:1 aspect ratio, shown below. This requires a wide screen of at least 12 feet. This setup is not commonly supplied at smaller venues, so make arrangements in advance.
4. Adequate power cord & power strip.
5. Dimmable full house lights, with **no bulbs projecting onto the screen**

Presentation Setup for Large Venue

1. Wireless clip-on microphone with fresh batteries.
2. Projector that will be bright enough for the room; must have HDMI input with 1920 x 1080 **native** resolution.
3. The projection screen is as important to the program as the projector. Rooms with a low ceiling will limit the screen size, please make sure that the ceiling height will accommodate an appropriate size screen. All presentations will use the 3:1 aspect ratio, shown below. This requires a wide screen. This setup is not commonly supplied at smaller venues, so make arrangements in advance.



4. Adequate power cord & power strip.
5. Dr. Levin will bring his presentation loaded on a PC laptop. Laptop must stay on stage throughout the program. HDMI cable must be accessible to the podium.
6. Seating: classroom style is best. Round or crescent shape tables or theatre seating are good alternatives.
7. Dimmable full house lights, with **no bulbs projecting onto the screen**

Tips:

1. Use extra light sources for the presenter. Studies show that when the presenter's lighting is brighter than that of the audience, participants are less distracted and hear more of the presentation.
2. In large rooms, use additional audio speakers throughout the audience space.
3. Check for any visual obstructions (poles, buffet tables, etc.).
4. Set the room for the expected number of participants. Presentations are received better when the room is filled to capacity.
6. In rectangular rooms, place the screen in the middle of the long wall when possible – a wider audience layout is better. Make sure seated sightlines are not blocked by the lectern.
7. Keep the front row close (as near as 20 feet to the stage is appropriate, depending on size of room).
8. Position the screen so that attendees are not required to look up to see the program. Please see the photograph above.
8. Ask participants to turn off or silence pagers, phones, or other disruptions

Printable Lecture Room Checklist for Lecture by Dr. Martin D. Levin

_____ Wireless lavalier microphone with fresh batteries

_____ Projector is bright enough for the room and audience size, 1920 x 1080 **native** resolution. Please make sure that the projector is capable of this native resolution without upscaling the image.

_____ Projector is focused and positioned to fill the screen area as much as possible

_____ Lighting controls ready to be adjusted to achieve low light level with **NO LIGHTS DIRECTLY ON THE SCREEN OR CLOSELY IN FRONT OR BEHIND THE SCREEN**. Technician should be available to advise on lighting scene before lecture begins.

_____ A stationary spotlight focused on Dr. Levin during the lecture, if available.