



Co-chair and A/V Protocol for Sensible Land Use Coalition Events

Co-Chair:

- Arrive by 11:15 to meet with speaker/panelists and A/V technician
- Oversee A/V tech Load presentations onto computer
- Confirm location of presentation(s) on computer
 - do test open and run through a few slides to confirm operation/familiarity with equipment
- Work with A/V tech to test podium, tabletop or wireless mics
- A/V tech will be available to help stop the slide show at 12:00 noon BEFORE announcements
- Determine if remote or laser pointer is necessary, this is provided by A/V tech at a nominal cost.
- Be sure lighting is focused on panel, and away/dimmed from projection screen(s)
- Choose a board member to assist with question vetting and assembly.
- **VERIFY that laptop is plugged into electrical outlet.**

A/V Technician

- Arrive by 11:15 to set up projector and laptop
- Be available to meet with speakers/co-chairs/panelists to determine their needs and confirm familiarity with the operation of the equipment
- Add presentations to laptop if necessary and verify location of file for presenters
- Verify that laptop is connected to electrical outlet
- Work with co-chair, speakers/panelists to assure an understanding of the presentation file location on the computer and comfortable operation of the slide show.
- Test all mics and advise speakers of operation of wireless if necessary.
- Test projectors with several slides to verify color and contrast
- Leave SLUC SLIDE SHOW running from set-up to 12:00 noon
- Be present from 12:00-12:10 in the meeting room to assure smooth transition from SLUC slide show to presenter .ppt, and general operation of the equipment and sound quality

Tips to moderator/co-chair

- Speak slowly and into the mic. Test beforehand to determine a comfortable distance from the mic to achieve the best sound.
- Be aware when turning away from the mic to address the panelists
- Watch for cues from Pat in the back of the room regarding sound
- Ask the audience "can you hear me?"