



## **Michelle Ray**

### **Room Set-up, A/V Requirements & Travel Arrangements**

*Michelle wants to ensure that audiences are comfortable and that her presentations have maximum impact! Ideally, she wants to see the room well in advance of the presentation. Room Set-Up & A/V requirements are critical elements to the success of any presentation. Michelle will be flexible and will work with you to make it happen!*

#### **Room Set-Up & A/V Requirements:**

##### **Keynotes**

- Theatre or Chevron Style seating ideal with centre aisle
- Raised Platform (Michelle is 5'2" or 157 cm.)
- Small round table for High resolution LCD projector (provided on-site)
- Large Screen to one side of stage
- No podium required
- If podium needed for introducer, please place to the side; several feet back from front of stage
- Full house lights
- Light bulbs unscrewed over screen where possible
- Lapel microphone

##### **Breakout Sessions**

- Cabaret – Style seating or theatre seating preferred
- Full lighting
- Lapel microphone
- High resolution LCD projector and large screen
- Raised platform depending on group size

##### **Travel Arrangements**

- Round trip air fare from Vancouver, British Columbia
- Full economy class air travel for shorter haul flights.
- Business class air travel preferred for flights over four hours
- Flight arrangements arranged by Michelle's office in consultation with our clients. Expenses billed to client after speaking engagement
- Transportation to and from airport
- Non – Smoking hotel room secured and direct – billed by client whenever possible

Looking forward to working with you to make the event a great success!

*Michelle*