



graeme cowan
care | resilience | growth

Graeme Cowan: Room Set Up/AV Requirements

Sound

Lapel (preferred) or wireless microphone (for more than 40 people)

Staging

- A riser/stage approximately 3m x 4m
- Laptop
- Digital projector and screen (video capability sometimes required depending on presentation)
- USB remote slide changer
- Lapel Microphone (for more than 50 attendees)
- White board or butchers paper on stage set to side
- Lectern or table (set to side) with glass of water

Lighting

Lighting is important. Please make sure the riser/stage is well lit. In workshop sessions participants are encouraged to interact and move around, so house lighting needs to be raised during this period.

Room Setup

Keynote (30-75 minutes) – theatre style or banquet tables (6 to table) with audience close to stage

Workshop (90 – 180 minutes) - banquet tables (6 to table) with audience close to stage with room for participants to walk easily between tables and interact.

Workbooks placed in front of attendees at table before session (if required).