



## AUDIO-VISUAL AND ROOM SETUP SUGGESTIONS

Even the best presentations can be perceived as ineffective if the audio-visual equipment and room setup are not optimal. To help ensure that Mercedes' program exceeds your expectations, please review the requests below and let us know if there are any challenges.

### Equipment:

1. An LCD projector, screen, sound system and associated connecting equipment (including a connection from the presenter's laptop to the sound system) is required in order to stage Mercedes' multimedia presentation. A sound mixer or public address system is strongly encouraged in order to ensure that all audience members can hear the presentation. (If no sound system is used, the speakers of the laptop *will not* provide enough sound or sound quality to be heard by the audience.)
2. Lavalier microphone (with fresh batteries) connected to sound system.

### Room Setup and Staging:

- ◆ Mercedes' presentation can accommodate virtually any type of room setup.
- ◆ Podium or small draped table placed at the front of the stage and to the side for water and miscellaneous items.
- ◆ Draped table at the back of the room for informational materials and one person available to assist after the presentation.

### Recording of Presentation:

Mercedes' material and presentation are protected by copyright. Audio and/or video recording is encouraged, however a separate recording agreement must be signed prior to the event.