



**Maximizing Your Sales & Professional Success!**

## **Audio-Visual Requirements & Event Tips**

Mr. Karoly views his commitment to your group as a serious priority. He knows you've invested a tremendous amount of valuable time and resources to deliver an exceptional event, and would like to offer some suggestions to ensure you maximize your return on investment. Sometimes even the smallest changes in room atmosphere and/or staging can greatly impact the outcome of the speaker's presentation. The following recommendations are a result of years of his experience at outstanding and not so outstanding events. Mr. Karoly's #1 priority is to deliver the best program that he can possibly do for you. For questions or concerns, please contact Dev at (773) 669-7509 or [dev@gregkaroly.com](mailto:dev@gregkaroly.com)

### **AV Requirements**

Mr. Karoly prefers to use, and travels with a **Countryman Microphone** (with connections for Sure, Audio Technica, & Sennheiser bodypacks) or an event provided **Lavaliere**. Wireless is preferable, because he moves around a lot. Please make sure that the AV department has a back-up microphone available at all times. Our suggestion would be to have someone from your team assigned to the microphone system should any adjustments be needed for volume, bass, feedback, etc.

Mr. Karoly will run his presentation on **Keynote** from his **Apple MacBook**. Mr. Karoly will bring his own DVI & VGA adaptors. He will require an LCD projector and the cable to connect it to his laptop. The images will be shown at a resolution of 1024x768. The projector should operate and show at a minimum of **1800 lumens**. Please also provide a 6' draped table for him to place his laptop and organize his materials on. Please provide a power strip and an audio cable

to connect into the speaker system at the table. Mr. Karoly needs to have his computer on stage with him on one side of the stage. He will provide his own wireless remote for changing slides.

If you must have Mr. Karoly's presentation controlled from the back-stage, providing him a clicker, PLEASE make sure that there is a monitor for Mr. Karoly to see what is being projected on the screens if they are not within his line of site.

On stage, where he is placing his materials, please have a pitcher of water and a glass or 2 bottles of water and a glass for Mr. Karoly. No ice please.

## **Recording Devices**

Audio, and/or videotaping is allowed with **PRIOR WRITTEN AUTHORIZATION**. Copies must be provided to Mr. Karoly's team when complete.

## **Tips & Recommendations**

Theater or classroom seating is preferable for keynotes. We understand this is not possible when planned around a meal. Round's seating is preferable for training events.

When the room is rectangular, if possible, please have your stage positioned in the center of the long wall. This assists greatly in creating intimacy between your audience and anyone who is onstage.

For the benefit of your audience, and Mr. Karoly, please request from the hotel or conference center management that the meeting room have no distracting noise from an adjoining room, such as a singing group, rock band, etc. during the time Mr. Karoly is presenting his keynote or seminar. Conversely, Mr. Karoly uses louder music at times to punctuate lessons. As a professional courtesy to other groups in adjoining rooms, please make them aware of the potential for noise.

It is difficult to build intimacy and rapport if your audience is still eating. Please instruct the banquet staff to clear up AFTER the speaker's presentation.

When a photographer is present, please ask them to refrain from taking photos in the first 10 minutes of the program. This can be distracting to the audience and the speaker.

Please make sure the room is well lit especially the staging area. People remember more and are more engaged in bright rooms. Mr. Karoly prefers to see the faces of the audience. This allows him to see how they are responding to his presentation.

### **Scheduling Concerns**

It is not a good idea to have your main speaker the last day of a conference when your participants have been up late the night before.

An extended cocktail party is not a good start for your audience, or your speaker. To receive the most value from your investment of Mr. Karoly's presentation, consider changing the schedule to maximize his message and the response from the audience.

If possible, please do not have awards or lengthy announcements immediately preceding or following Mr. Karoly's presentation. This tends to diffuse the energy and message Mr. Karoly has just left with your audience.