

WHAT YOU NEED TO KNOW ABOUT AUDIO VISUAL SERVICES

With so many details and variables involved with A/V, it is important that you stay in control of every detail. Below are some common tips and potential pitfalls that you need to be aware of.

1. Know how much space A/V is going to take in your meeting room. Most planners underestimate the amount of room needed.
2. Know where the sound is coming from. Never put loud speakers behind the audience facing to the front. The sound from the front and the rear will collide in the middle. All the speakers should point in the same direction. Consult the A/V professional about using "delay" speakers in a large room.
3. Know who is billing you for what. Not all A/V details are billed by the A/V Company. Some charges will show up on your hotel master bill. Know what these charges are.
4. Know your meeting details when coordinating you're A/V vendor. Details such as what time you get possession of the room and how long you can be in the room are important for the A/V professional to know when scheduling labor. Also, have floor plans and a clear agenda of what will be taking place in the room.
5. Know the supplies your presenter will need...and then give them more! Most presenters will use some or all of the following: Flip chart, laser pointer, computer to audio interface and wireless remote queuing for Power Point. Having these items ready can avoid last minute scrambling.
6. Know your room size/ projection screen ratio. The bottom of a screen must be four feet off the floor so attendees can see the whole screen. If you are in a room with a 10-foot ceiling, the screen therefore, cannot be more than 6 feet tall. If you have a large room with say 300 attendees you will have to consider having multiple screens. A six-by-eight foot screen will not service 300 people. Three or four screens would be optimal in this scenario.
7. Know that with A/V you often get what you pay for! Quality A/V will be expensive. But a professional A/V vendor will know what details to look for to make your meeting a success. Spending money here can alleviate many headaches and possible embarrassment for you!