

Audiovisual Equipment

- Be aware of factors that can directly affect the quality and cost of an AV presentation: ceiling height, walls, floors, obstructions, windows, lighting, mirrors, doors, air conditioning, and fire exits.
- Ask the AV company's representative to walk through the space with you. This person will be able to explain how to best use the meeting or event space.
- Communicate with speakers/presenters to confirm AV needs. Plan for a minimum of a LCD projector, screen and flip chart(s) for smaller breakouts. More often, presenters are using computer LCD projectors and high-intensity overheads. Determine the availability and cost of this equipment.
- Be aware that all rooms are not equipped with sound systems, nor do all sessions need sound. Determine which rooms need sound and which can be used with the systems in place. Try to negotiate a flat rate or a percentage off the daily rate when renting a system.
- Consider that screen height generally should be the distance from the screen to the back wall divided by eight; chairs should be no closer to the screen than 1.5 times the screen's height; ceilings should be at least 10 feet high. Rely on your AV technician for assistance.

- with thanks to Marriott Hotels