



Speaker Andrea Holwegner

Audio Visual Requirements & Room Set Up For Workshops & Small Group Sessions

To help make your event a success please contact Andrea in advance to discuss your event and her audiovisual and room set up requirements.

Audio Visual Requirements:

- Screen (as large as possible).
- LCD projector (NO audio is required) and laptop/computer system to run Powerpoint.
- Wireless remote
- Flipchart or drawing board and markers.
- Wireless lav microphone.

Andrea brings her Powerpoint presentation on a memory stick and also brings a wireless remote to plug into your computer system. She will also bring her laptop computer.

Room Set Up:

- Small table at the front left side of the room for Andrea's laptop and notes.
- Table at the side or back of the room for handouts, books and resources.
- Water jugs and glasses for participants.
- Pens and notepads for participants.
- Please remove any podium or lectern.

Handouts:

- Andrea will email a handout prior to the keynote for photocopying and distribution at the event.

Video/Audio Recording:

- If you want to video/audio tape Andrea's keynote please contact her prior to the event to request written permission.

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