



MEETING PLANNER GUIDE

Preparing to have Weldon speak at your event? Below you will find all the necessary requirements and setup tips.

AUDIO/VISUAL

- Wireless Lavalier clip-on microphone with fresh batteries
- LCD projector (minimum 2000 lumens) and large screen positioned off center or rear projection
- Sound system that is able to play computer audio
- Riser (2 or 3 foot) for audiences greater than 50 people
- Audiences greater than 100, camera placed on flipchart to reflect on large screen.
- Weldon travels with:
 - A MacBook Pro laptop, one HGA connector, and one wireless remote. VGA & DVI dongle projector adapters. In some cases, these may be used in lieu of submitting slide presentation to the client.

STAGE

- Cocktail table
- High back bar stool
- Flip chart
- Black and red OVERSIZED markers

INTRODUCTION

Ensure the introducer is capable of a high energy, prepared introduction. (Please refer to KEYNOTE INTRODUCTION under Meeting Planner.)

PRESENTATION DISTRIBUTION/RECORDING

Professional photographs are permitted with all copies provided to WELDON LONG. Audio/Video recording is granted on a pre-approval basis and with the following stipulations:

- Provide WELDON LONG with raw footage prior to production of final video, audio or still photographs.
- All materials must be for internal use only and password protected.
- The videos Weldon shares in his presentation cannot be recorded and used in your finished product.

Weldon does not provide a digital version of his presentation for download and/or distribution.





Room Setup Tips

- Use additional light sources for presenter. Studies prove that when the presenter is illuminated more than the audience, listeners can hear better and are less distracted.
- Use a dark backdrop so that the presenter is accentuated against it.
- Keep the front row as close to the riser as is possibly comfortable—six feet away where possible.
- Do not overset the room. If you are planning on 500 people, set the room for 500 (or fewer), not 750. It is better to have every seat taken than large empty spots throughout the audience and an empty front row.
- If the room is rectangular, set the riser area in the middle of the long wall, not on the short end. It is better to have an audience wide than deep.
- For some reason, hotels are fixated on two straight rows with a HUMUNGOUS aisle in the middle as the only way to set up a room. Instead, use two aisles and split the room into 3 sections. Plus, curve the rows (or angle the outside rows) in a theater style. If people have a peripheral view of their neighbor, the energy in the room is doubled.
- USE MUSIC! Music can really set the tone so try and play music before and after your speaker does her/his thing.
- Try to avoid putting a video projection unit in the middle at the front. A good speaker will attempt to build rapport with the audience. He or she does not need to compete with a big projection unit for space and attention.

