

Room Set Up

Thank You for bringing
Judith to your group...



She takes her responsibility to you very seriously...

and wants to insure that the return on your investment of time and money. You can help us do this by following these guidelines:

1. Please have a cordless, hand-held microphone, NO LAVALIERE. If a cordless mike is not available, please provide a cord long enough to allow Judith to walk into the audience for workshops and at least long enough to give her the flexibility to move around on stage for keynotes.
2. Have an LCD projector and screen ready for the presentation. Judith will use a PowerPoint presentation. She will bring her own laptop plus a back-up on a flash drive. It's not common for her to tweak a presentation within hours of the final program.
3. The PowerPoint presentation she uses will NEVER match the handout she has sent for duplication—it will be modified. There are multiple copyright issues that she honors.
4. Take a moment to read Judith's Introduction provided by our offices before the actual introduction. When you read it to the audience, please keep it close to the way it was originally written.
5. Have a thermos of hot water on a small table that she can also setup her computer on. No lectern is necessary. She prefers to stay off of a riser and move around the room, although with large groups, risers may be necessary.
6. Try to have the group in a "fun" mood before introducing your speaker. Sad announcements, moments of silence for a recently-departed friend are appropriate, but *not just before introducing the speaker...*
7. For Workshops, please provide a flip chart and different colored markers.

8. Judith enjoys and tries to meet as many members of her audience as possible. She will attend your social events if invited or requested, but please don't make arrangements that require her to be out late at night. She will be in the meeting room at least one hour before her presentation.

9. Please keep in mind that an extended cocktail hour for the audience prior to hearing a speaker is a bad idea. Please save the social beverage events for after the speaker's appearance.

10. If there are awards or extended announcements, either consider having your speaker first, or give the audience a stretch break for a couple of minutes before introducing Judith.

11. Ideally, have only as many chairs as you expect people, with extra chairs stacked up at the back of the room; otherwise, the front rows will be empty.

12. If any doors to the room close loudly, place door stops appropriately so that the door will not become a distraction.

13. Set up any coffee breaks at the back or outside the meeting room. This will be less distracting for the participants. Judith will finish within a few minutes of any time frame you give her. At banquets, serve dessert and coffee, but ask servers to leave clearing and clean-up until after the presentation.

14. Judith will stay at least a full day of your conference and be available to your attendees. She will travel to your site the day before to ensure that she is there and on time as well as bring some of her book titles for a purchasing opportunity. Have a table dedicated to her for display either by registration, within the main conference room or Exhibitor space.

15. If the room is rectangular, please have Judith speak in the middle of the long side.

Suggested Room Set Ups

For

Schoolie Tables -
3 chairs per table

Crescent - NO more than
5 chairs per table

Screen



