



763 Santa Fe Drive
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Rick Barrera

Technical Requirements

Computer and Projection Equipment

Rick would like to use HIS OWN LAPTOP to run his presentation and he would like to HAVE IT ONSTAGE WITH HIM. If you could provide a “highboy” or small round table (just audience right of center stage), that would be great. Rick will bring his laptop, as well as a backup memory stick, running Windows 8. He requires an LCD projector that is compatible with Windows 8 for his PowerPoint 2013 presentation. Please let us know which format you would prefer 3:4 or 6:9

Microphone

Please provide a wireless lavalier microphone.

Wireless Mouse

Rick will bring his own wireless mouse.

Lighting

A well-lit room encourages your attendees to interact with Rick. A brightly lit room creates a conducive environment for learning, whereas a poorly lit room dampens interaction and energy. PLEASE PROVIDE AS MUCH ROOM LIGHT AS POSSIBLE...without dramatically impacting the screen graphics or your unique staging.

Stage Preference

Rick does not require a lectern. However, we're aware that his introducer or others will most likely want to utilize one. If you could place the lectern in a corner of the stage (preferably, the front or back corner, to audience left), it can remain on stage and not interfere with Rick's presentation.

Stage Placement

The stage works best placed in the middle of the room and approximately 3-6 feet from the first row of chairs. Rick likes to come down from the stage to interact with the participants. When the stage is set too far from your attendees, it inhibits his ability to involve them in the presentation.



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Screen

Rick develops a deeply customized PowerPoint 2013 presentation for every program. Because each program is unique, it's critical for Rick to be able to refer to the screen easily during his program. If you are using a portable screen, placing it to either corner of the room or the corner of the stage works best.

Rear projection is preferred because Rick's actions won't interfere with the image. If you're using front projection, the screen should be placed in the corner of the room or the stage so Rick can stand center-stage and not interfere with the image.

Room Preference

The size of the room should be equal to the size of your group. If you're unsure about the number of attendees at Rick's session, it is best to err on the side of a smaller room. The closer the attendees sit together, the more synergy and interaction you create between them. Large rooms with a small number of attendees tend to create a flat atmosphere.

Room Set-Up

Theatre style works best with groups of 100 or more attendees for presentations that are 60-90 minutes in duration.

Classroom style works best with small groups of 20-100 participants and/or for programs that are over 2 hours in duration. Half-day and full-day programs will contain content your attendees will want to capture on paper, as well as the need for a place for beverages, etc. Set-ups for workshops and longer programs should be discussed directly with Rick since your customized program may require something out of the ordinary.

We hope you receive these suggestions and requests in the spirit they are intended...to ensure that we deliver the best possible experience for your group. Thank you in advance for your support.