

## ROOM SETUP AND A/V INFO

Dr. Gustavo has presented in just about every room configuration – and every imaginable set of conditions – it has become clear that certain settings are particularly conducive to participant learning and enjoyment. To the extent that we can create these optimal conditions in a session, that’s great. If a particular situation prevents optimal setup of the room, please let Dr. Gustavo know and we can work together to determine an alternative configuration that will also set the stage for success.

If you have questions about room setup, A/V requirements or anything else, please reach out to Dr. Gustavo at [Gustavo@DrGustavo.com](mailto:Gustavo@DrGustavo.com). This same contact information is on the [DrGustavo.com Contact page](#).

### Equipment

- A strong WiFi signal or Ethernet connection to the Internet
- Wireless, clip-on (lavaliere) microphone for audiences larger than 30 (or any setting where acoustics are known to be difficult)
- A 3.5mm jack/connector (or wireless connection) to connect computer into audio system (if audio system is available)
- LCD projector or large LCD monitor
- Screen or monitor of sufficient size that all participants can see/read projected images
- Table for LCD projector
- Extension cord for LCD projector and Dr. Gustavo’s laptop (if they will not be right next to a power outlet)
- A table or podium at the front of the room where Dr. Gustavo will be sitting/standing
- Chair or stool for Dr. Grodnitzky (appropriate type/height of chair determined by table height)

### Audience Seating Arrangement

- Place seats so that participants can see as many of their fellow attendees as possible, as this is most conducive to engagement and interaction
- In a rectangular room, set up Dr. Gustavo’s presentation location along the long wall rather than the short wall if possible, as it’s better to have the audience seated “wide” as opposed to “deep” (otherwise the people in the far back of the room feel disconnected from the session)
- Set the room for the number of participants you truly expect, as having an empty front row reduces audience engagement in the session