

Dr. Nido Qubein's **Room and A-V Set-Up**

Just as the ambiance in a restaurant enhances the enjoyment of a meal, our room set-up and A/V requests enhance Dr. Nido Qubein's program **for the ultimate benefit and enjoyment of the audience**. Please discuss any changes in the Room and A-V Set-Up below with us beforehand. **We are flexible**. Our only concern is to do the best program that we can do for your group. We do not want to cause you additional work, but sometimes **just a little extra effort can mean a great deal to the outcome**. An ineffective room set-up can sabotage the best speech.

1. Audio Visual Materials:

a. Clip-on wireless microphone

b. Dr. Qubein's PowerPoint slides will **(1)** be sent via URL (It is requested that his presentation is retrieved prior to his arrival and fully-tested. Given the technical nature of his media presentation, this allows for troubleshooting before the engagement if necessary) and **(2)** bring his slides on a USB drive along with USB presentation clicker. You provide the **screen, laptop and computer projection system**.

- For front screen projection, place the screen front corner of room.
- For rear screen projection, screen placement is at your discretion.

2. Recording:

- Recording is not permitted without advanced written authorization from the speaker. If you plan to video or audio record any portion of Dr. Qubein's program, please contact our office to request a Recording Agreement. Depending on the intended usage, an additional licensing fee may apply.