

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.