

11-04

### **Audiovisual List**

For a training of any length by Lisa Najavits or her associates, please have available the following:

VCR and monitor (to show brief videoclips). Participants like video clips a great deal; however, if the training is very brief (30 minutes or less), this is not essential. Also, please note that if you have some other video setup, that's fine too as long as someone on hand knows how to set it up (e.g., VCR connected to LCD projector, with projection onto the screen).

LCD projector (to show Powerpoint). No laptop or other computer is needed (the speaker will bring her laptop).

Microphone (any type fine, e.g., lapel or handheld). Note: If it's a small room and a small group, no mike is needed. Also, please note that if it's a very large audience, it can help to have one or even two extra microphones that can be given to audience members when they have questions or comments during the training; otherwise, the trainer will need to repeat each question for the audience, which is less effective.

*Please check the audiovisual equipment a few days in advance.*

If you cannot access part or all of the above equipment, please let the speaker know in advance. Thanks!