



Room set-up should be wide as opposed to long. No lectern.
 (Seating may be in three sections, instead of the two pictured).
 Aisles within sections are angled and wide enough for Susan to circulate.
 (Most venues have plants to add to stage).

Speaker needs:

- Hand held wireless/cordless microphone (NO lavalier mike)
- Lighting, ventilation and room temperature are critical. ALL lights must be up to facilitate communication, interaction and conversation
- Flipchart, easel & markers for programs exceeding 1.5 hours
- NO riser required for audience of less than 100 people; no lectern
- PLEASE: NO SMOKING!
- Steps **without handrails** at front of stage as Susan goes into audience
- Please notify us if IMAG screens are being used
- If it is a banquet set-up, please be sure the meal is completed before Susan's program.

If you have any questions about this room set-up, please phone Susan at 415-461-3915. (Please provide copy of set-up to hotel or conference center if applicable).

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