



Michelle May, M.D.
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www.MichelleMayMD.com

Michelle May MD

Basic Requirements for a Successful Event

In order to achieve our mutual goal of an excellent audience experience, Michelle has provided the following preferences regarding her AV needs and room set-up. If availability or circumstances require other arrangements, she is flexible and happy to work with you in order to achieve optimal results without compromising quality. *Please contact her at MMay@AmIHungry.com to discuss any ideas, details or changes.*

AV Requirements

1. Wireless Lavalier Microphone (may not be necessary for groups of less than 75)
 - Load with fresh batteries and have a back-up microphone ready just in case
 - Provide a separate microphone for the Introducer
2. Michelle uses Microsoft PowerPoint for most of her presentations.
 - Please provide an LCD projection system with adequate brightness for the venue with the house lights up. (The LCD projector does *not* need to be hooked into the sound system.)
 - Set the projection screen(s) on one or both sides to allow Michelle to move around during her presentation without walking between the projector and screen. If the screen is in the center, make sure it is back lit (rear projection).
 - Michelle will provide her own laptop or a memory stick pre-loaded with her presentation. *Please let her know in advance which option you prefer.*
 - Michelle will provide her own handheld remote; she will simply plug it into the USB port of the laptop. Please have a back-up remote available just in case.
 - If a projector and screen are not available, Michelle can present without them. *Please provide advance notice if possible.* In this case, she may request a chart and large colored markers for smaller groups.
3. Lighting
 - If possible, please provide stage wash over the platform (not a spot light)
 - House lights should be approximately 70-100% up. Avoid lighting on the screen(s) if possible.
4. Technical Assistance
 - Please ensure that a technician familiar with the microphone and equipment is available during a break prior to Michelle's presentation for an AV check.
 - The technician should also remain available during the session to handle any unexpected AV difficulties.

Next page: Room Set-up



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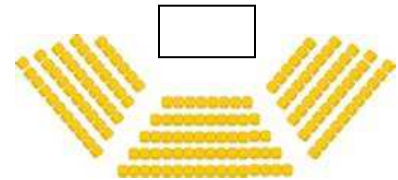
Michelle May MD: Room Set-up

Platform

1. For larger groups, please provide a platform or riser (8'x 8' or larger) for greater visibility. The larger the venue, the higher the platform needs to be (6 to 24 inches).
2. The front of the platform should be no more than 10 feet from the front row if possible. This increases the energy and connection with the audience.
3. Michelle does not use a podium or lectern. If a podium is present for other speakers, please ensure that it has been moved off the platform or to the back so it does not obstruct her movement or the audience's view.
4. If possible, please set a small table or stand (2'x2') at the back or side of the platform for Michelle to place her water and props (if any) on.

Seating for Keynotes and Workshops:

1. Theater style seating is preferred.
 - Please avoid having an aisle directly in front of the stage. Instead optimize visibility by setting the aisles on either side so the best seats are in front of the stage.
 - The optimal arrangement is a modified chevron, with the side rows angled since it provides the best views of the stage and allows audience members to see one another, increasing the energy in the room.
 - If there are more chairs than participants, please tape off the back rows. It is preferable to have all of the seats taken than to have large holes in the audience.
2. For conferences that require note taking and for all day workshops, classroom style is acceptable. Again, chevron set up is preferred. Small workshops use a U-shape.



Seating for Meal Events

1. For Mindful Eating or Nutrition Essentials, round tables work well.
 - Please stagger the tables for best possible viewing. Put the tables close together to increase the energy but far enough apart to allow easy passage in between.
 - If space is available, please set the tables so that no one has their back to Michelle (for example, don't put place settings or chairs at the front three seats)
 - If you have more seats than people, do not set the tables at the edges or corners.
2. Ideally, food should be served buffet style at the back of the room. *Michelle will work with you ahead of time to discuss menu selection and timing.*