

AV REQUIREMENTS

Beatriz is deeply committed to your group and recognizes the time, money, and energy you've invested in your event. She'd like to offer suggestions to help ensure you get the best possible return with a top-quality presentation.



SUCCESSFUL *Meeting Tips*

- **Seating arrangements can be either theater-style or round tables**, depending on the discussion during the initial planning meeting.
- **For events with a photographer present**, please don't take any photos during the first 15 minutes of the program since this can be distracting for both Beatriz and the audience during this crucial period of connection.
- **Please make sure the room is well lit especially the staging area.** People remember more and laugh more in bright rooms. Beatriz prefers to see the faces of the audience. This allows her to see how they are responding to her presentation.
- **If the event takes place in a hotel or auditorium, Beatriz requests that the room remains free of distracting noise from adjoining spaces**, such as music or other loud activities, to ensure the audience's focus and the intimacy of her presentation. Additionally, banquet staff should clear the room only after her presentation, as it is important to avoid disruptions during this time of engagement with the audience.
- **Audio and/or video taping is available with PRIOR WRITTEN AUTHORIZATION.** This includes any modification to the presentation. If the presentation is edited or cut in any way for public use, Beatriz must approve it before release.

MICS & *Tables*

- **For presentations with more than 30 people or in large spaces, Beatriz prefers to use a behind-the-ear microphone when possible.** Please ensure that the AV department has a backup microphone available at all times. We suggest that someone from your group be assigned to manage the microphone system to make any necessary adjustments for volume, bass, feedback, etc.
- **Beatriz brings her own PC computer and requires a way to project her PowerPoint presentation.** A clicker to change slides is indispensable for the smooth flow of her presentation. Since her sessions are highly experiential, incorporating meditations and visualizations she creates, a high-quality sound system is essential. She also needs the ability to control the lighting and turn it off as necessary to create the appropriate atmosphere for quiet reflection and meditation.
- Please have water available for Beatriz
- **Please have a table available for Beatriz's products** and someone available to assist her during the day of her presentation.