

AV and other requirements for Milton Marks Auditorium

Podium with microphone – fixed AND lavolier?

Ability to show DVDs

Ability to show PowerPoint presentations

Lavolier mikes for panelists – need 6 for Panel 1, 5 for Panels 2 & 3

Roaming microphones – 2?

Panel setup – comfortable chairs vs people sitting at tables?

Who manages room temp?

Lighting?

Any special safety info we need to convey?