



REUNIONS

Class _____ Date _____ Time _____

Presenter: _____

Topic: _____

Traditional lecture

<i>Item requested for speaker</i>	<i>Yes or No</i>
• Lecture podium?	
• Podium microphone? or	
• Lavalier mics (clip-on wireless)?	
<i>AV needs</i>	
<i>Powerpoint Presentation?</i>	
• Does presentation have sound?	
• Does presentation have video?	
• Handheld mic for audience Q&A?	

“Ted Talk”/Panel type presentation

<i>Room Set up</i>	<i>Yes or No</i>
How many panelists?	
Panelist table or just chairs?	
<i>Item requested for speaker</i>	
• Lecture podium?	
• Podium microphone? or	
• Lavalier mics (clip-on wireless)?	
<i>AV needs</i>	
<i>Powerpoint Presentation?</i>	
• Does presentation have sound?	
• Does presentation have video?	
• Handheld mic for audience Q&A?	