

P.O. Box 505, Santa Rosa, CA 95402

[Flamingo Hotel](#), 2777 Fourth Street, Santa Rosa, CA 95404 (707) 545-8530 (Hwy 12 & Farmers Ln)

INFORMATION FOR PROGRAM PRESENTERS-SPEAKERS *MICROPHONES, LAPTOPS, PROJECTOR, INTERNET, AUDIO (SOUND) & LIGHTING*

MEETING TIME: 12:00 noon – 1:30 pm - Wednesdays at Flamingo

SPEAKER PROGRAM

- Speaker begins at 1:00 pm for 30 minutes, including Q/A
- Program ends 1:30 pm sharp
- If speaker wants to distribute material- see Program Chair or Jack Geary for assistance

PROJECTOR SCREEN- Flamingo provides large screen (9' or 108" wide)

- **Flamingo website displays room dimensions**
<http://www.flamingoresort.com/meetings-events/>
- Distance from screen to audience- 30'to 80'
- **Use 28 or 32-point size - with titles use 36 to 44 point size.** -[use the Font Size chart here](#)
- **If you rely on a power point presentation please provide about 10 print copies of key points**

MICROPHONES

- MICS (Rostrum or Portable) must be placed/held **close to the mouth (within 1" of your lips)**
- **Test the MIC in advance;** ask program chair to listen; we can adjust volume
- During Q/A period a member will hand portable MIC to person asking question
 - If a member does not use the MIC, please repeat the question

ROTARY PROVIDES EPSON EX3220 PROJECTOR (Speaker operates Projector)

- 3000 Lumens Bulb – bulb can be muted; Projector has Pointer
- Projector accepts Thumb/Flash-Drive/Memory Stick
- Projector has inputs for VGA, USB, HDM

ROTARY DOES NOT OWN A LAPTOP COMPUTER!

- Speaker must provide Laptop or Flash/Thumb drive
- Laptops control presentation- not the projector! Speaker controls Laptop!

INTERNET AVAILABLE- Yes AUDIO/SOUND CONNECTION- Yes

LIGHTING

- If special lighting adjustment are needed, please inform Jack Geary by 12:15 pm
- Due to safety concerns, lights cannot be fully turned off- only dimmed

ROSTRUM/PODIUM

- Speak from the Rostrum (Rostrum has a MIC) (**Pre Check MIC with your voice!**)
- We will provide a handheld MIC if you (**must**) speak from the floor

ROOM ENVIRONMENT

- The Flamingo meeting room is large with high ceilings and **sound quieting** wall drapes
- + Many persons, **regardless of age**, may have diminished hearing acuity
- All together - these features can challenge the **SOUND QUALITY** of your presentation

Speakers should always test audio/projector/MIC/lighting prior to presentation.

QUESTIONS: See Sgt. at Arms or Program Chair