

**Checklist** - Detailed planning of an event with Antje Heimsoeth

As a client/event organizer kindly provide the following equipment:

**Technology:**

- Beamer with a sufficiently long connector cable for the laptop
- Screen for the transfer with the beamer (if possible, position the projector wall on the side or clearly above the head of Antje Heimsoeth)
- Multiple socket outlet, if applicable extension cable (roll)
- Flipchart with enough (checked) paper deposited on the side
- Metaplan pinboard
- Speaker's desk or small table as a place to position the laptop
- 2 tables (1 table for speaker utensils +1 table for products sales)
- Antje Heimsoeth brings along her own laptop. A replacement laptop is desirable. In a case of emergency the data could be transferred via USB stick here.

**Microphon:**

- Microphone equipment (depending on the size of the group as well as the acoustics, as from 50 people)
- Clip-on microphone or headset; please no desk or hand microphone!

**Loudspeaker:**

- Amplifier equipment with sound access for the laptop (required for music and film sequences during the presentation)
- If the implementation of the event is carried out without a loudspeaker, i.e. the provision is not possible, kindly let us know so that we can plan respectively.

**Presentation:**

- Please inform us to which extent the room could be darkened. In that way an excellent illustration of the presentation could be guaranteed also in daylight..

**Logo:**

- Please send us a digital logo of your company or the event prior to the event so that we can integrate it into the presentation.

**Live Recordings:**

- Audio and video recordings are only permitted after prior discussion and agreement.



**Speaking Time:**

- According to our experience, some speakers reduce or extend their speaking times at events. If that is the case, a relevant shorter or longer speaking time of Antje Heimsoeth is possible on short notice.

**Participants:**

For smaller groups, in connection with a shorter presentation/seminar duration, the following is well-proven:

- use of name tags
- no small tables, chair circles instead

**Seating:**

- For large groups, parliamentary-style seating is recommendable. In the middle two aisles and a crossway enable a better communication between the participants.
- For smaller groups, a chair circle, no tables.

**For Questions and Requests**

Concerning the event, just give us a call: +49 (0) 8031 892969

