



OLIVIAMCIVOR

Improving the Quality of Life & Work

Audio Visual for Half-Day, or full-day Retreat or Interactive session

Please ensure prior to the event that the sound system is of excellent quality. A poor sound system can ruin the best-planned event.

- Ms. McIvor does not use a podium and requests that any podium onstage be removed from the stage prior to her presentation.
- Please provide an LCD projector and a minimum of one large screen.
- Screen(s) should be set up to stage right – Ms. McIvor will bring her **own laptop** and her own cordless mouse.
- For smaller intimate groups 25 persons or smaller, she requires speakers that plug into her laptop as video will be shown from her laptop
- Cordless Lapel Microphone.
- A small table right center of the stage.
- A bottle of water.
- **Due to the fact that attendees will be writing, rounds or half rounds will be required for the audience room set-up.**
- **Four Generations-One Workplace specific** – please ensure that there are 3-4 large easels with 3-4 large paper pads and felt pens available.
- **Four Generations-One workplace specific**: There should also be a large enough space for an exercise that requires people to move around and stretch out.

If you have any questions, please do not hesitate to call our office at
604-913-0649.