



PROMISE KEEPERS
C A N A D A



Equipping men for a life of purpose and godly impact

Facility Requirements – April 16, 2021 Conference Presentation

1. Ensure volunteer and/or staff personnel are in place to provide a safe and secure facility, especially if minors are in attendance.
2. Provide an open large entry area with tables and chairs spaced properly, and pens for attendees fill out personal information sheets if required by Provincial and/or local Public Health guidelines. Provide volunteers to ensure forms are completed properly, provide answers to any questions, welcome attendees.
- 3.. Large meeting room equipped with screen, projector, and adequate audio-visual production equipment.
4. An internet connection in meeting room, preferably a wired connection, if option of presentation by internet is chosen.
5. One handheld microphone, preferably wireless, on platform for local announcements.
6. Meeting room seats to be clearly identified as available or unavailable as required by Provincial and/or local Public Health guidelines.
7. Provide volunteers to serve as ushers to help with entry into and exit from meeting room, seating in proper areas, and to distribute print programs to attendees upon entry into meeting room.

Tips/best practices for viewing the presentation:

- Ensure the internet connection has an adequate download speed.
- De-activate any screensavers, hibernation modes, automatic software updates, close all other programs on computer used for presentation.
- Remind attendees that using their devices during the presentation if internet option is chosen may diminish optimal conditions for bandwidth consumption.
- Check the resolution of your video projector to ensure that it matches your computer output. At full screen on your computer, turn on your projector and let it auto-detect the resolution. This should provide the best resolution for your presentation.

Please direct any questions by email to Rick Verkerk, rick@promisekeepers.ca

Contact us:

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