



## Israel Seminars Programming Technical requirements

### 1. Computer projector

We will be bringing a lap-top (PC) and will need to connect up to a computer projector. This is a very important part of the programs. Please check to see that the image is bright, clear and large enough for everyone to see, especially if the lights are on in the room. Please ensure there are two additional electrical sockets on a power strip, next to the projector, for the computer and speakers.

### 2. Screen

Often it is better to project a large image onto a white wall rather than a small screen.

### 3. Loudspeakers

If the computer projector does not have speakers, we will need separate speakers. The amplifier or speakers will be connected to the computer with a regular small jack as used for regular desktop computer speakers.

Regular desk-top computer speakers are often adequate except with a very large hall or very large audience.

### 4. Microphone

A microphone is required only for very large audiences, or audiences requiring voice amplification.

### 5. Seating

Seating for up to approx. 50 chairs should be set out in a single horse-shoe shape facing the screen, if the hall isn't large enough, arrange 2 rows in a horse-shoe. For interactive discussions in some programs we may split into subgroups.

Larger audiences should be arranged in rows facing the screen.

### 6. Handouts

If required, a handout will be emailed before the event.

### 7. Evaluation forms

We may be handing out short evaluation forms which we will ask participants to fill out with their feedback at the end of the engagement. It might be a good idea to have a box of pens available.

### 8. Israel Seminars' Musical History Tour

For this program we will require a long or large whiteboard and markers; alternatively butcher paper or a long sheet of paper (or paper tablecloth) can be attached to a wall.

### Shabbat programs

For programs on Shabbat - we use printed alternatives to audio-visual presentations.

Seats should be arranged in a circle.