



LINDA BACON, PHD

www.lindabacon.org  
linda@lindabacon.org

## EVENT PLANNING CONSIDERATIONS

### PROJECTOR and COMPUTER

Linda has a PC laptop, remote and a PC to VGA adapter. She will need a cable that can attach her adapter to your facility's projector, and her PC will need to be placed on or in front of the stage so she can see her slides and use her remote to advance slides. Linda will also bring her slide presentation on a USB memory stick, in case there are technical difficulties, and it is helpful if you have a backup computer and remote available. If you require that Linda use your computer or remote, please let her know in advance.

### MICROPHONE

A lapel mike will best allow for movement and audience engagement. Linda is also very good at projecting her voice if the room makes it a possible option.

### LECTURN

Linda is 5'0" tall. If you require speakers use a lectern, please make sure she can comfortably see and be seen. (Most lecterns are accommodating, but on rare occasions they've been too high.)

### AUDIENCE MICROPHONE

Linda has a minor hearing disability which makes it difficult to filter out background noise. It's not noticeable under ordinary conditions and is only problematic on rare occasion, always during audience participation; the combination of not being able to see visual cues as readily and the background noise can be challenging. To accommodate, please have a moderator available to repeat audience comments (if needed) or provide audience members with a microphone. Depending on room conditions, this extra accommodation may not be necessary, but it's helpful to be prepared.

### PREPARATION

Linda prefers to meet a tech person at least 30 minutes prior to the start time, and is happy to come earlier upon request.

### COMMUNITY ACCOMMODATIONS

Please be sure the facility is accessible and comfortable for people with disabilities and of larger stature.

Please also be thoughtful on issues related to sustainability, respecting workers, ecology and financial accessibility for participants.

EMERGENCY CONTACT # (cell phone): (510) 542-7317

Thanks. I look forward to a successful and fun event. *Linda*