

WORKING TOGETHER FOR SUCCESSFUL IN-SERVICE PROGRAMS - Dr. T. Roger Taylor

My goal is to provide the participants in your seminar with the very best possible in-service training that they have ever had. I know that your goal is the same. A lot of time, energy and dollars go into an outstanding in-service and we want to make sure everything is perfect right down to the last minute. In order for us to be successful and to guarantee that everything will run smoothly, I have found that the following conditions are absolutely necessary:

OVERHEAD PROJECTOR

I will need an overhead projector of at least 3000 lumens and that is in excellent working condition. Please **check** the projector well ahead of the workshop to guarantee that it will **focus** correctly and the lens is in working condition. (When testing the lens a transparency should look clear and crisp. If it looks dull and brownish in color the bulb is about to die.) An extra projector bulb would be handy in case the present one burns out which, according to Murphy's Law, only happens when I am about to make the major point for the day. I use overhead transparencies throughout the entire presentation, thus an excellent projector is vital.

PROJECTION SCREEN

The screen needs to be **LARGE**, especially when there are more than 20 participants. **An auditorium size screen is absolutely necessary when the workshop is being held in an auditorium, cafeteria or media center.** (A classroom size screen makes the transparencies look like a postage stamp and does not make for a successful day when educators and parents think they are losing their eyesight in addition to their sanity.) House lights should be on bright, but no light on the screen, please. The complete image should be on the screen.

HAND-HELD MICROPHONE

For those of you who have seen me, you know that I can't stand still very long; therefore, I need a **HAND HELD MICROPHONE** with at least **30 feet of extension cord**. That gives me lots of freedom to move about for animation and role playing. **A hand-held cordless microphone is not a good option** unless it is a professional quality, studio-based receiver with at least four antennas; these microphones run at least \$3500. Please check the sound system--the lowest quality microphone should be a Shure SM58. **NO PODIUM, PLEASE!**

The clarity of sound from the speakers and the distance that it carries is important to check in advance. Participants tend to get distracted and resort to knitting or reading when the speaker's voice cuts in and out or can't be heard over the static sounds.

TABLES, WATER, KLEENEX, AND WASTEBASKET

Now that we have taken care of being able to see and hear, there are a few more items that help me. I like to use **eight 6-foot long tables placed down in front of the audience as a working area for me and a place for my transparencies, books, etc.** The tabletops should be **light in color** or covered with **white paper or cloth**. The color of the table tops is extremely important because I can not identify my transparencies if they are placed on the traditional dark brown tables.

The overhead must be placed on the tables. (SEE ATTACHED DIAGRAM FOR ROOM SET-UP.) The pitcher of water, Kleenex, and wastebasket serve several purposes, but mainly I get messy when writing all over the transparencies, so they help to clean up the mess. **If the workshop is being held in a large auditorium with a stage, I prefer to be on the floor in front of the stage so that I may be closer to the audience.** If there is not enough room on the floor between the stage area and the first row of seats and if there is a large audience, then the set-up can be done on the stage.

Room Set Up



Overhead Screen

Please place 10' screen on a small riser

Important:
 **All electrical cords must be on this side of the tables.

**Corded microphone with 30' cord on this side of tables.

6' X 30" Table

**Please make sure ceiling lights do not wash out image projected on overhead screen

6' X 30" Table

6' x 30" rectangle table for water pitcher, 2 styrofoam cups and kleenex box

6' X 30" Table

Overhead Projector

← 3' Aisle →

HI-INTENSITY OVERHEAD PROJECTOR (3000 lumens or more)

Important Notes:
 **Please cover display tables with white tablecloths.

6' X 30" Table

← 3' Aisle →

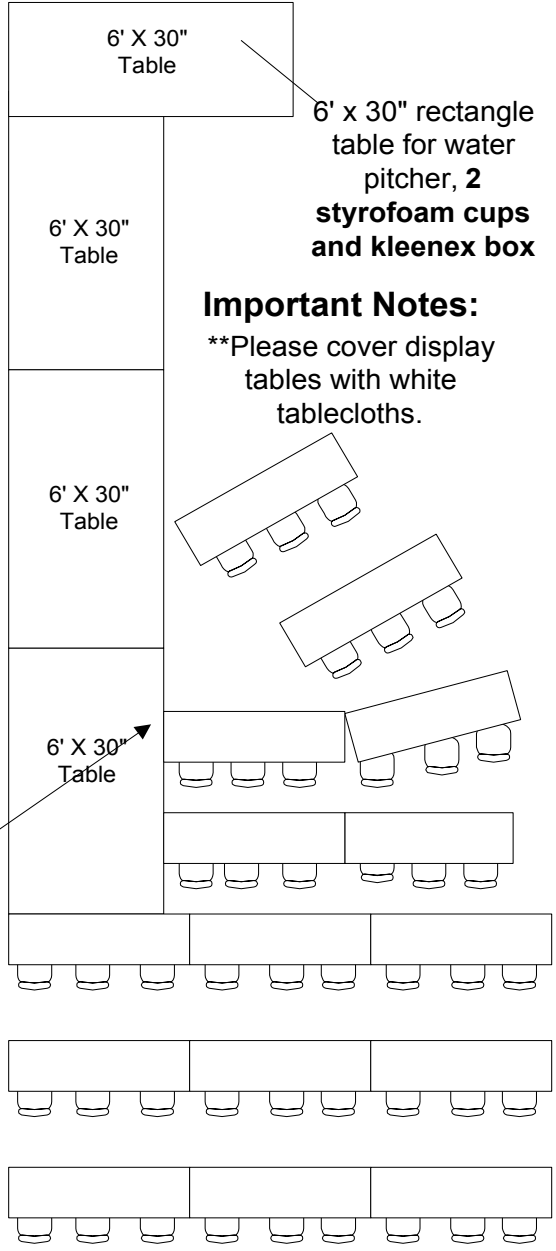
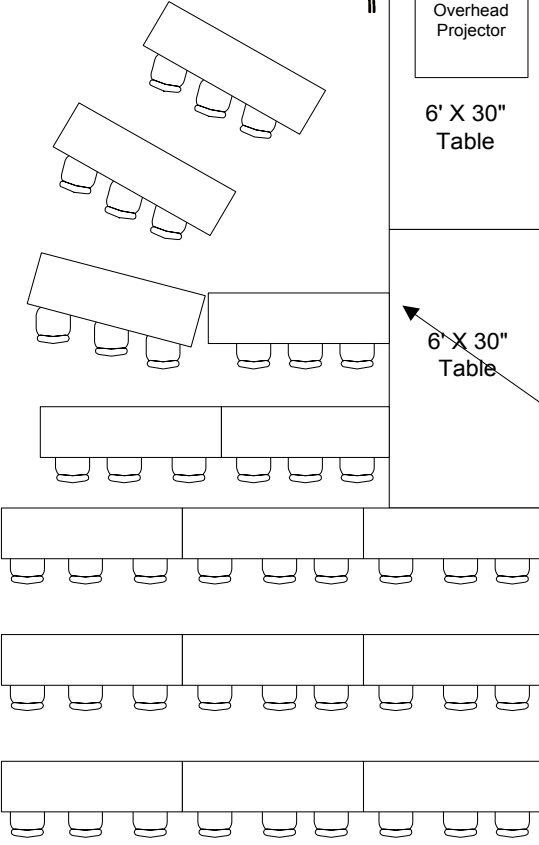
6' X 30" Table

← 3' Aisle →

6' X 30" Table

Please make sure these tables are touching

← 3' Max →



SET AUDIENCE TO SPECIFIED ATTENDANCE