

STEP 12. ARRANGE FOR AUDIOVISUAL MATERIALS, EQUIPMENT, AND SERVICES TO ENHANCE THE TRAINING PRESENTATIONS

The audiovisual (A/V) component of the training program has three facets: production of visual aids, projection of those materials so they can be seen by the audience, and voice amplification to allow the presentations to be heard.

Production: Most of your faculty will want to use some form of visual aids to enhance their lectures. The most common options are PowerPoint presentations (computer-based slides), overhead projections, photographic slides and videos, as well as whiteboards or flipcharts, which although low-tech are very useful, especially for capturing ideas on the spot.

Some faculty may have such materials already prepared or be willing to produce their own. Others presenters may request your help with this critical task. For information on producing presentation materials, please see:

[Background Guide 1.](#) Training Materials

Projection: You will need to ensure that A/V equipment is ready and in good working order when needed, and that someone is available to operate it during the presentation. The types of equipment you will need depends on what type of visual aids your faculty members plan to use. The most common options are:

- Projection screen, large enough to be easily viewed from the back rows
- LCD projector and laptop computer for PowerPoint presentations
- Overhead projector

- Slide projector, for photographic slides
- Videotape or DVD player and monitor
- Whiteboards or flipcharts with easels
- Lightbox for x-rays (works in small rooms)

Try to keep equipment changes to a minimum. It is a good idea to have extra supplies, such as bulbs, disks or CD-ROMs containing presentations, extension cords, and slide carousels, on hand. If possible, keep an extra projector, overhead projector, LCD projector, and laptop at the ready so that a quick replacement can be made in the event of a technical failure.

Voice amplification: If the training room is large or the session is being recorded, you might need voice amplification equipment for the speaker and for audience questions from the floor:

- A fixed podium microphone
- A wireless microphone (many presenters prefer a wireless mike so that they can move freely around the training room)
- Floor mikes or traveling (talk show-type) mikes for audience questions
- Receiver and loudspeakers

Sources of A/V services. If you are using an off-site facility, see if there is an in-house A/V contractor. Many meeting sites can provide the equipment and operators needed for a fee. If this is not the case, you may want to bring in an outside firm to take care of the A/V set-up and presentation. A third option, and often the most cost-effective one, is to rent equipment or use your own and have it operated by a member of your staff who is trained to run the A/V equipment that will be used.

PRE-COURSE TASKS

ACTIVITY 12-A

Ensure that an audiovisual fax-back form is included in the confirmation packet sent to faculty. (See Step 6: Faculty, Activity 6-C)

Associated Tool #19 Faculty Audiovisual Fax-Back Form

(Source: Francis J. Curry National TB Center, San Francisco)

ACTIVITY 12-B

Follow-up with faculty members whose forms have not been returned by the deadline.

ACTIVITY 12-C

Set up a written master checklist for A/V. For each presentation, itemize the materials to be produced and equipment needs, and set dates for accomplishing the related tasks.

Associated Tool #36 Audiovisual/Material Checklist

(Source: Francis J. Curry National TB Center, San Francisco)

ACTIVITY 12-D

Obtain cost estimates and determine the source from which you will obtain A/V equipment and operators. Possibilities include:

- Having A/V services provided by the site management or its in-house A/V contractor as part of your contract with the training
- Engaging the services of an outside A/V contractor
- Using equipment owned by your organization and operated by your staff
- Renting equipment and having your staff serve as operators

ACTIVITY 12-E

Negotiate a contract, service agreement, or purchase order detailing the A/V services and equipment you will obtain from outside sources.

ACTIVITY 12-F

Arrange for extra projectors, laptops, extension cords, slide carousels, and other supplies to be available on site on the day of the training so that problems can be quickly and easily resolved. If possible, have backup equipment ready to go.

ACTIVITY 12-G

The day before the training begins, confirm all the arrangements with the A/V contractor.