



Hello!

We are very excited to bring our training, The Secrets Behind Facebook and Myspace (MSFB), to your institution. Below I have outlined the technical requirements for your customized Training. Let me know if you have any questions or concerns.

As the Swift Kick Logistics Manager, I am here to help make the logistical setup easy and smooth for all parties involved.

We work to put on the best program possible. Our experience has taught us that the requirements listed make a huge difference. We also understand that there are sometimes limitations. We will work with you to make the best of what is available.

Please don't hesitate to contact me about any other technical concerns or questions you may have about the program.

We are looking forward to seeing you soon!

Thank you,

Emma Juniper
Swift Kick Logistics Manager
emma@swiftkickonline.com
www.swiftkickonline.com

931 West Cornelia #3b
Chicago, IL 60657
T 877-479-4385
F 206-600-5425
emma@swiftkickonline.com

Swift Kick Technical Requirements (MSFB Sessions)

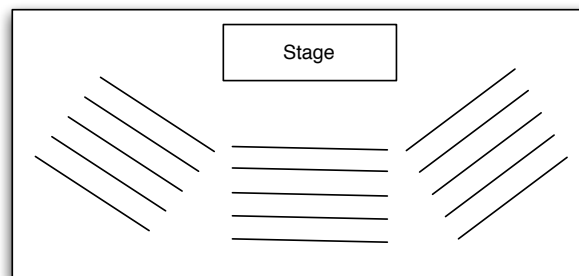
General notes: MSFB sessions are interactive. The group will be moving around in their chairs (preferably not desks) to communicate with other people.

1. A proper room for the performance, including VERY GOOD lighting (a bright setting) with heating/cooling, in good condition, without visual distractions on the walls. Please avoid rooms with high walk through traffic, eating, video games etc. If walk through traffic is unavoidable, set pathways to channel traffic and reduce distraction.

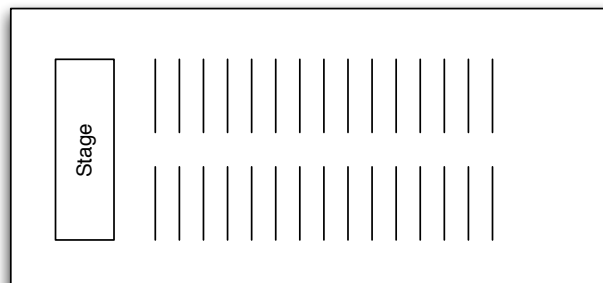
2. Chairs set to the configuration below. Key theme is grouped closely together as near to the speaker as possible. Please limit the number of chairs and pull out extra as needed to avoid the crowd spreading out. Alternatively, tape off the back rows prior to entry to increase crowd density.

931 West Cornelia #3b
Chicago, IL 60657
T 877-479-4385
F 206-600-5425
emma@swiftkickonline.com

Yes



No



3. One computer projector with PC input cable. (Presenters travel with PowerBook Pro Macintosh Laptops. Presenters will bring converters for standard connection PC input cable.)
4. One large screen for use with projector and of adequate size for venue.
5. 4 electric outlets approximately 30' in front of screen to plug in laptop and back up projector if needed.
6. A stereo plug hooked into house sound. Presenters travel with iPods for pre, during and post session music. iPod has standard 1/8 inch mini-plug for audio out (normally used for headphones). Please make sure the mini-plug is **stereo**.
7. For groups larger than 70 participants, or in rooms with very high ceilings, please provide one wireless lapel microphone and one wireless hand held microphone (both plugged into house sound system). Presenters are very active during the sessions so wireless is needed.
8. A flip chart stand designed for holding pads of paper and writing (not an easel, which is only designed to hold sign-age), a fresh pad of paper and marking pens (black, red, blue and green).
9. Please have an AV person on hand to help setup equipment.

931 West Cornelia #3b
Chicago, IL 60657
T 877-479-4385
F 206-600-5425
emma@swiftkickonline.com

Thank you for taking the time to review this document. We look forward to a great program!