

THE AUDIOVISUAL MEETING ROOM...



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The amount of information being received and passed on by each member of our society is increasing rapidly, and good, effective communication is constantly becoming more important. Audiovisual techniques have long been used by experienced communicators to improve their presentations. Whether the presentation is simple or highly sophisticated, the visual support greatly reinforces what is being said and helps the audience to understand and remember the key points.

Audiovisual presentations offer communication benefits to all sections of the community - educators, training organisations, sales and marketing groups, in fact anyone who has something to tell an audience.

The addition of visual elements to a presentation will improve communication but if used in the wrong environment, the desired impact will inevitably be lost.

For maximum effect, lighting, sound, seating, etc., must be controlled and facilities for different equipment should be available.

The provision of a well planned audiovisual meeting room is worthwhile and important. And the return of investment will soon prove to be very high.

This publication will present some ideas for the construction of a versatile audiovisual meeting room, able to cope efficiently with the wide range of presentation technologies now available. Even the most basic room should contain facilities for the projection of slides, 16mm films, overhead projector transparencies and for the use of video equipment.

The information which follows will give you some ideas for providing a meeting room which will enable most forms of audiovisual presentations to be used simply and effectively. The principles can be adapted to suit individual requirements and the information has been developed from practical experience.



Presentations with impact need the right environment