



SOUDER, BETANCES & ASSOCIATES, INC.
DIVERSITY TRAINERS AND CONSULTANTS

5448 N. Kimball Ave., Chicago, IL 60625
Phone: 773-463-6374 Fax: 773-463-0429
Email: info@betances.com
www.betances.com

A-V INSTRUCTIONS

Dr. Betances' Audio/Visual Needs for all events:

- 1) Dr. Betances will need a computer setup w/LCD screen as he will be using PowerPoint Slides. The computer will need to have at least PowerPoint 2000 (Part of Microsoft Office 2000) or above. Also, he will need someone to help setup the slideshows on the computer and to run them while he conducts the presentation. Dr. Betances will bring the PowerPoint files with him on CD.
- 2) In breakout sessions, workshops and trainings, each participant will need paper and pen/pencil to take notes and work on the exercises. There should be at least one easel with a full pad of chart paper and markers setup near the front of the room for participants to come up and use.
- 3) Dr. Betances will need a lavalier/lapel microphone for all events.
- 4) Please have cold bottled water available for Dr. Betances during the training.

If you have any questions, please do not hesitate to contact me via email at surber@betances.com or by phone at (773) 463-6374.

“Strengthening the World of Work Through Diversity”
TM