

particularly important if there are a number of speakers and some may not be heard in far corners of the room

If the speaker must move around, a lavaliere (chest-type), wireless, or lapel microphone is necessary (Be sure the lavaliere microphone does not rub against a tie clip as this makes a lot of noise) If the speaker can remain in one place, a pedestal or lectern microphone is satisfactory

If audience participation is desired from a large group, floor microphones placed in the aisles or roving microphones carried by assistants will enable members of the audience to be heard throughout the room. Otherwise, the speaker must repeat questions and comments from the floor, using his microphone, so that the entire audience will know what has been said

Before each use, an amplifying system should be checked for good operating condition and to be sure that reception is satisfactory throughout the room At all times while the system is being used, it should be supervised by an individual familiar with electronic equipment to assure control of volume and of annoying acoustic feedback

Also see the discussion of public address systems at the end of this chapter

Teleprompters*

Teleprompters may be rented for dramatic or formal presentations in which actors, technicians, or executives are required to follow a prepared script

Of course, technical help is needed to set up the Teleprompter, and those using it must be familiar with the technique so that their presentation will have the desired natural effect

Screens

There are several basic types of screens used for projection.*

1 *Glass-beaded screens.* Usually portable, but often of the large pull-down variety, these screens have a high reflectance value but within a narrow angle of projection (45 deg).

2 *Matte finish screens* do not give quite as bright an image as beaded screens How-

ever, since they have a wider viewing angle (60 deg), they are more suitable for larger audiences, and for any room where some of the audience must sit at a considerable angle to the screen

3 *Lenticular-surfaced screens* have embossed surfaces that reflect a high percentage of projected light on a viewing angle wider than that of beaded screens (70 deg), and reject stray incident light

4 *Permanently mounted aluminum foil screens* are the brightest obtainable Solid backed and slightly curved, they cannot be rolled up The viewing angle is only 30 deg, maximum The screen is designed for use with room light on, it is too bright for use in a darkened room, unless projector illumination is reduced

5 *Rear projection screens* can be used in partially lighted rooms and have a wide viewing angle However, any stray light behind the rear screen must be held to an absolute minimum

The image on the screen should be neither dazzlingly bright nor dim Generally, a 500-watt projector is satisfactory for small and medium groups in either a darkened or partially darkened room, provided that the film, slides, or transparencies have good color and well defined material A 1000-watt bulb in a 16mm movie projector is better for medium and larger groups Special longer-burning bulbs are available

Where possible, screens should be set slightly above the heads of the audience for maximum visibility With some projectors, principally the overhead type that is set close to the screen, a keystone effect may be created, whereby the top of the image is noticeably wider than the bottom This distortion can be reduced by slanting the screen slightly so that its plane is more nearly perpendicular to the projected light Some screens now are equipped with a clip or bar which permits this adjustment Such bars can also be purchased separately and attached to portable or wall screens

*Detailed information can be supplied by screen or projector manufacturers