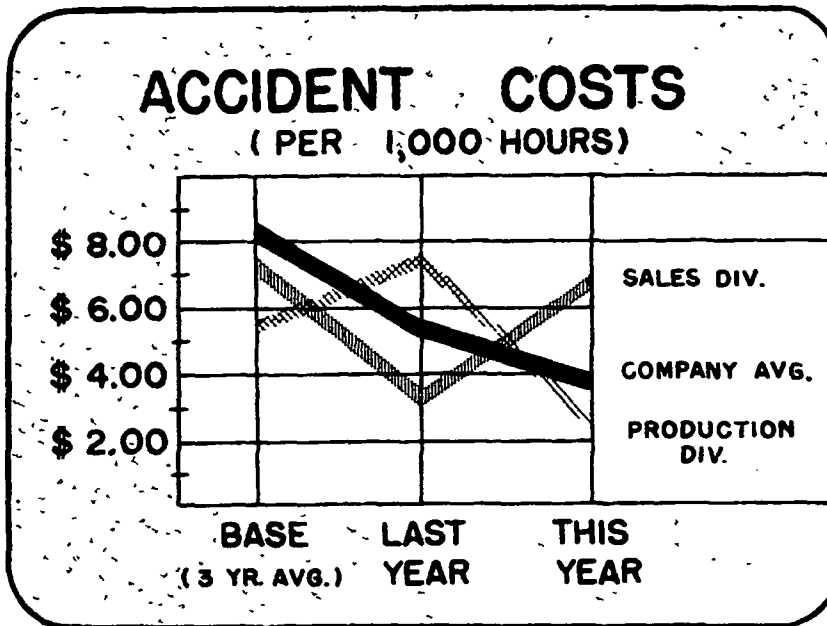




top part is crammed while bottom portion is left blank Slide at right is better balanced, facts are easier to grasp

If a company is planning on building a training room, it is best that the safety professional work with the designers at the earliest stages to make sure that the room incorporates all the features deemed necessary for effective use of audio-visual aids

Room lighting

Nonprojected visuals require good general lighting. If a room has only indirect illumination, a portable floodlight or spotlight can be used on charts, exhibits, chalk boards, and other visuals. Such a light can be clamped to a chair or to a portable stand immediately in front of the visual, but placed so it will not interfere with the view of the audience. See Fig 14-8.

A spotlight can be used also to put some light on the speaker so that he can maintain "eye contact" with the audience of the visual—slides or a film, for instance—requires that the room be semidarkened or darkened.

Colored spotlights can heighten the dramatic effect of a visual. Revolving colored lights, like those used for Christmas displays,

are suitable for more permanent exhibits, signs, or displays. "Black" or ultra-violet lighting used with fluorescent paint, paper, chalk, or ink gives a vivid effect.

If lighting must be dimmed for the showing of a projected visual, preparations must be made for darkening the room at the proper time, but "killing house lights" should not cut off power to the projector and reading lights. The location of the light switches must be noted, and someone should be asked to darken the room at a given signal. A shielded, reading light will be needed when the house lights are turned off for the presentation. A small flashlight may come in handy if the reading light is not operative.

Window blinds or drapes should permit shutting out daylight.

Well in advance of the meeting, electric outlets should be located and electric equipment checked for safe working condition. Having spare bulbs and extra extension cords on hand may save embarrassment or prevent delay. Extension cords should be marked with high-visibility tape or placed so that