

## A/V REQUESTS

If any of the following proves to be unmanageable, please let the team know in advance. We take pride in our flexibility, and work hard to coordinate the best possible event.

### Microphone

Wireless hands-free microphone (over-ear is preferred, lavalier is fine)

### Lectern

Lectern to hold laptop, notes, and bottled water

### Projector

LCD Projector with screen large enough for audience viewing

### Aspect Ratio

Presentation will be in 16:9

### Video + Audio Connection

HDMI or Thunderbolt connection and audio plug-in to house sound for Speaker's computer on stage

### Computer + Remote Provided\*

Speaker will provide own Mac Laptop and remote control for advancing the presentation.

**\*Speaker is willing to use Sponsor's computer, provided it meets the following specifications:** Macbook using "Keynote," fonts used in presentation installed on the computer (fonts provided by Speaker), all transitions are confirmed as functional.\*

### Monitor

Easily visible confidence monitor & timer or clock (which can be on confidence monitor)

Or, alternatively, a stage set up that allows a clear view of laptop while still being able to move around and engage the audience

### Pre-Presentation Test

An A/V check 30 minutes prior to presentation.