



where we focus, grows.

## A/V requirements and set-up

While the details of your event may vary, below are my routine A/V needs and come guidelines for room set-up. We will discuss the details during our initial phone call. If you see here that you will need modifications, please share that as early in the process as possible. Thank you.

### Microphone

Except in the case of audiences under 40 people, please provide a *wireless* lavalier (lapel) microphone. If only a wired lavalier microphone is available, please assure sufficient cable length to allow Chris to move freely around the presentation area and into the front section of the audience. Please make sure that a back up microphone and replacement batteries are available at all times.

On occasions when a Q&A session is desirable following the keynote in large venues, it is helpful to have two handheld microphones and either two volunteers to go to audience members who wish to speak and a place for folks to come to the mic. (Nothing like those long delays between questions to slow down the pace!)

### Projection and Sound

Please provide an LCD Projector with cable to connect it to my IBM/Lenovo ThinkPad T60 laptop. In most cases, I will use my own remote control, which requires a direct line of sight to the laptop.

**Audio:** I frequently use audio and video clips to enhance the presentation. This requires that sound from my laptop be tied into the house sound system or other primary amplification. If you have any questions regarding this need, please ask.

If you prefer that I utilize your computer, please assure that its software is compatible with Microsoft Office PowerPoint 2007 and indicate whether you prefer the presentation on a CD or USB plug. Again, sound must be tied into the primary amplification system.

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**Important:** The projector should be bright enough (sufficient lumens) to be viewed easily with the lights on in the room and, if possible, with the window shades open. Screen/image size should be large enough to be viewed easily from any part of the room.

**Special Note:** The 30 minutes prior to an event is often an important time for meeting hosts and guests, getting a "lay of the land" and dealing with any last minute emergencies. Whenever possible, someone with a solid knowledge of all equipment and systems should be available to set-up and assure that all technology is working as planned. Thank you.

## **Room set-up & other needs**

When possible, I prefer to be close to the audience and able to move through the front section of audience members. While this is not always possible, it gives you a sense of my style. I do not stand in one place or behind a podium.

Thanks for providing two bottled waters or a pitcher of water and glass. For longer presentations, please assure that water is always available. I go through a lot of it!

Generally, I prefer a simple, small table to organize his water, props and materials. If a permanent podium is already on stage, I can use that for the same purpose. If a tall stool is available. That is welcome beside the table.