

A/V REQUIREMENTS

- The Client will provide the room setup and necessary audiovisual equipment including:
 - wireless handheld microphone
 - video projector
 - confidence monitor or place for laptop to be line-of-sight
 - professional sound system
- The Speaker will run the presentation from the house computer and does not need a live internet connection for the presentation.
- Speaker will deliver each presentation via PowerPoint slides with a 16:9 ratio. Slides will either be transferred before (if required) or brought on a portable USB Drive (preferred).
- The Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, unless mutually agreed otherwise. During the sound check, the Speaker will also meet with the person introducing him. The Speaker will not provide his slides in advance of the presentation, as they are updated up until show time.
- During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage. The Speaker does not use a podium during the presentation.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior the presentation.