

Thank you for having me at your event. Let's make this a success together!

This document outlines the preferred audio-visual requirements for my upcoming presentation at the specified event. While I am adaptable to various setups, the following are ideal conditions to ensure an engaging and effective presentation:

1. **Wireless Microphone:** A lapel or lavalier microphone is preferred for mobility and voice projection. This setup is essential for moving freely and engaging with the audience, as opposed to a fixed podium microphone.
2. **Projection Equipment:** The presentation will include a slide deck, necessitating a laptop connected to a projector and screens. While a personal laptop will be available as a backup, a pre-installed and tested system at the venue is preferred for convenience and reliability.
3. **Handheld Clicker:** A handheld clicker for slide navigation is required. A backup will be on hand, but having one readily available at the venue is advantageous.
4. **Stage Monitor:** If feasible, a monitor facing the presenter on stage, showing the speaker preview of the slides, would be beneficial. This allows for easier reference to slides without turning away from the audience.
5. **Timekeeping Device:** A visible countdown clock or clock on stage is helpful, especially for tightly timed sessions, to manage the presentation duration effectively.
6. **Audience Interaction (Q&A):** For any Q&A segments, arrangements for audience microphones in the aisles or runners to deliver wireless mics to audience members are requested. If this is not possible, I will adapt by repeating audience questions for clarity.
7. **Recording Copy:** If the event is being recorded, a copy of the recording is requested post-event. A personal hard drive will be provided for immediate transfer.

Please note that advance communication regarding any unfeasible requirements or changes is crucial. This will allow for necessary adjustments and preparations to ensure the success of the event and a positive experience for all attendees.



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