

# MELISSA AGNES

## AUDIO VISUAL & PRESENTATION NEEDS

Below is a checklist that will ensure the best audience experience of Melissa's program.

**Please share this list with your Meeting Planner and AV Contact Person.**

If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your seminar.

- **Wireless, lapel microphone**
- **Projector** and any necessary screens for the presentation
- **Internet access** is required unless Speaker lets you know otherwise in advance.
- Speaker uses MacBook machines running PowerPoint software. Due to the intellectual and proprietary material in Melissa's programs, **she will bring her own machine and run her own slides.**
- Speaker needs to be able to set up laptop within 20 feet of where she will be standing, and there should be **power available within 6 feet of her laptop's location.**
- Speaker will provide a VGA adapter
- **Confidence monitors** for presentations are ideal, though Speaker's laptop can function as the confidence monitor provided. It can be located at or near waist level.
- **Please move to either side of the stage any podiums, tables, or chairs.** Speaker will walk around during her program.
- Bottled water (room temperature)



**MICHELLE JOYCE**  
SPEAKERS

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