

# JAY BAER

## AUDIO VISUAL & PRESENTATION NEEDS

Below is a checklist that will ensure the best audience experience of Jay'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.

- The Speaker will run the presentation from his computer and does not need a live Internet connection for the presentation.
- The Speaker will include the Client's logo on the introductory slide, but does not use Client-provided slide templates. The presentation will be Keynote, landscape orientation, 16:9 aspect ratio, and have both video and audio elements.
- The Client will provide the room setup and necessary audiovisual equipment including, but not limited to, **video projector, confidence monitor or place for laptop to be line-of-sight, wireless handheld microphone, public address system, and audio.**
- 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.
- 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, other than to hold his laptop, if required by stage setup.
- The Client will remove all animations from stage screens including, but not limited to, Twitter feeds, rotating logos, slideshows, etc. as they may distract attendees.
- 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.
- The Client will provide the Speaker with the current attendee list fourteen days prior to the event so the Speaker can reference attendees in his presentation and follow up with a thank you email, post event.



**MICHELLE JOYCE**

— SPEAKERS —

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