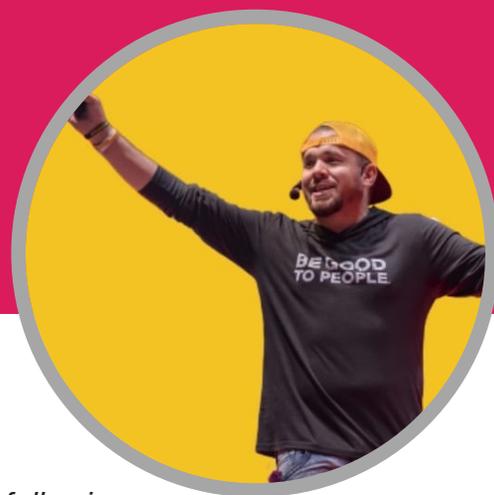


# AUDIO VISUAL & PRESENTATION NEEDS



*Below is a checklist that will ensure the best audience experience of Brian'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 program.*

- The Client will provide the room setup and necessary audiovisual equipment including:
  - Countryman, over-the-ear, headset microphone. (If this cannot be provided, a wireless lavalier microphone will suffice.)
  - video projector
  - confidence monitor or place for laptop to be line-of-sight
  - speakers/audio to be connected to laptop
  - countdown clock
- The Speaker strongly prefers to run the presentation from his computer (not from the house 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 will have video elements.
- 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 for customization 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, 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.



**MICHELLE JOYCE**  
SPEAKERS

**For booking information please contact Michelle Joyce:**

Michelle@MichelleJoyce.com • 704-965-2339 • www.MichelleJoyce.com

# **AUDIO VISUAL & PRESENTATION NEEDS**

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- Recording of Speaker's presentation is permitted if Client provides a copy of the raw master footage, and agrees not to broadcast, sell, or distribute Speaker's performance in its entirety without Speaker's prior written permission.
- We understand that in many cases, the room set-up is already established. However, ideal situations include the ability for ALL attendees to clearly see and hear Speaker.
- If your event will have a stage, please have steps coming off the front of your stage. Speaker prefers a short distance between the front row and the stage
- Two bottles of water
- Speaker's programs are very interactive and engaging. Please try to fill the seats in the front of the room for energy.

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