

# 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 program.*

**As part of the engagement, the Client and the Speaker agree to the following terms:**

- 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
  - speakers/audio to be connected to laptop
- The Speaker will 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 in Keynote, landscape orientation, 16:9 aspect ratio (unless other ratio is mutually agreed upon) and has both video and audio 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 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.
- 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.



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

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