

AUDIO VISUAL & PRESENTATION NEEDS



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

To ensure an engaging, high-energy experience for your audience, please review Erin's AV preferences:

- **Confidence Monitor (Top Priority!):** Because Erin customizes her keynotes for each audience, a confidence monitor (current and next slide) is her #1 AV request. Having this setup allows Erin to stay fully present, deliver a dynamic experience, and seamlessly transition between key points.
- **Slides & Setup:** Erin uses Keynote presentations and will send her slide deck 48 hrs in advance. Please have Erin's slides pre-loaded onto the conference computer system and tested before Erin's arrival to ensure a seamless sound check.
- **Microphone:** An over-the-ear headset microphone is preferred, but a lavalier microphone is also an acceptable alternative for maximum mobility and engagement.
- **Countdown Clock:** Strongly preferred to help Erin stay on pace and maximize impact.
- **Soundcheck:** If available, Erin prefers to do AV/soundcheck the evening before so she can preserve her energy and deliver at her highest capacity for the main event. Otherwise, please arrange to meet more than 60 minutes before her presentation time.
- **Intro Video:** Erin has a short, high-energy intro video that sets the tone for her keynote (that was emailed in advance). If possible, please play this before she walks on stage to create a dynamic and engaging start to her session.

To book Erin, please contact Tracy Cotton:

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