

## Thank you for booking me for your event!

I look forward to the opportunity to help you achieve your goals through my presentation. As a professional speaker, and also an event planner, I've seen hundreds of speakers and events. Through that experience, I've learned what works and, perhaps more importantly, what doesn't work. I've prepared this collection of technical requirements to help us work together. You'll want to share this information with your A/V team as well.

Let's get a few things out of the way:

- I'm not trying to be difficult. Everything herein is flexible. However, I do ask that we have a conversation if you can't provide something I prefer.
- Things happen. As a professional, I'm prepared. No matter what happens from a technical perspective, I'm going to put on a great program.
- We're partners. I'm here to help you put on a great event. As your speaker, I'm committed to doing everything I can to make a presentation successful.

Now, let's dive into the details.

### Visual Presentation

I primarily use Microsoft PowerPoint 2016 on Mac OS X. I may use Keynote from time to time, depending upon the content. Sometimes I include audio and/or video and will let you know if I am planning to do so for your event. I almost always use non-standard fonts, including Gill Sans and Montserrat. Unless requested otherwise, my slides will be in 16x9 aspect ratio.

In Small or Medium Breakout Rooms (fewer than 500 people):

- I strongly prefer to run my presentation from my own MacBook Air.
- I travel with both VGA and HDMI adapters.
- I will provide my own Logitech R800 to advance slides.
- I'm happy to test the presentation in advance.

In Large Rooms (more than 500 people):

- I'm happy to run my presentation from your computer, assuming we have time to test the presentation completely and to load any missing fonts or audio/video files. Mac is preferred.
- I prefer a Perfect Cue device for advancing slides. I can bring one with me if you let me know in advance.
- A confidence monitor is ideal, especially if the audience screens aren't easily visible from the stage. (Note: I know my slides, but I want to be certain the audience is seeing the correct slide.)
- Presenter View is appreciated on the confidence monitor, but is certainly not required.

## Microphones

Small Breakout or Seminar Rooms (fewer than 50 people)

- Unless the nature of the room requires a microphone or a recording is desired, I often forego using one. This usually creates a more intimate setting for this size audience.

Medium Breakout Rooms (fewer than 500, but more than 50 people)

- I prefer that you provide a wireless lavalier/beltpack microphone for these rooms.
- I own and travel with a Countryman E6 Earset and have connectors for most Shure, Audio Technica, and Sennheiser beltpacks. I may plug into your beltpack. However, I'm prepared to use the lavalier if necessary.

Large Keynote Rooms (more than 500 people)

- I strongly prefer to use my Countryman E6 Earset in these rooms.
- Your A/V staff should be familiar with my microphone. If they would like more details, I carry model E6OW5T2SL, with two additional cables: E6CABLET2AN and E6CABLET2SR. These allow me to work with most Shure<sup>1</sup>, Audio Technica<sup>2</sup> and Sennheiser<sup>3</sup> beltpacks. If you're using another brand, please let me know in advance.
- I prefer to have a sound check before my session to ensure everything is operational. If possible, I would like to know the date and time of the sound check before making travel arrangements.

## Lighting, Video and Staging

- Video recording of my presentation is encouraged and you may use the video according to the terms in our agreement. If you do record my presentation, I would like a high-resolution copy for my own use.
- I prefer a dimmed room to allow guests to see my slides more clearly. Naturally, I prefer a well-lit stage area as well. I realize this may not be possible in smaller rooms.
- I prefer an open stage. However, I can work with anything. Please don't feel like you must remove furniture for me. Just don't feel like you need to add a lectern on my behalf, either.
- If the room is set up such that my laptop will be on stage and not in the back of the room, I prefer a small table for the laptop.

## Questions?

Feel free to ask me! I'm your partner to make this event a resounding success. You may contact me directly at any time: [evan@evancarroll.net](mailto:evan@evancarroll.net) // (910) 540-3826.

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<sup>1</sup> TA4F Connector for Shure AXT100+, BLX1, FP1, GLXD1, PGI, PGXI, PGXD1, QLXD1, SLX1, UCI, ULX1, ULXD1, URI, UR1M

<sup>2</sup> Hirose 4-Pin Connector for Audio Technica: 600 Series, 700 Series, 1000 Series, 1200 Series, 4000 Series, 5000 Series, 7000 Series, System 10

<sup>3</sup> 3.5mm Locking Connector for Sennheiser Evolution Series (G2 and G3), EW 100, EW 300, EW 500, SK 1093