

# AV Requirements for Ann Mincey

## What You Can Expect:

The presentation consists of a few PowerPoint slides with embedded audio/video clips (on Ann's laptop). During the presentation, Ann will control all of the PowerPoint slide advances with her own wireless mouse.

## Lavaliere Microphone and Sound:

- ❖ Please provide a clip-on lapel, cordless lavaliere microphone with fresh batteries.
- ❖ Please make sure that the projection unit is wired for sound, in order to allow the audience to clearly hear the video clips when they are played on Ann's laptop.
- ❖ Ann will need a CD player available wired for sound. Ann will provide the technician with the CD at rehearsal.

## Microphone for Introduction and Audience Seating

- ❖ The person introducing Ann should have a separate microphone
- ❖ Ann prefers the audience to be seated as close as possible to her. Classroom or theatre style is preferred. If Ann is speaking following a meal, please make sure that the meal servers are not picking up dishes or pouring coffee during his presentation. This can be distracting for the audience.

## Stage, Podium, Flipchart & Screen(s):

- ❖ The staging area should be large enough so that Ann can comfortably move between the podium and the screen.
- ❖ The podium should be able to hold both Ann's laptop computer and his presentation notes.
- ❖ The screen(s) should be large enough so that everyone in the audience can read the information on the screen(s) easily.
- ❖ Ann prefers a 3M flipchart with an easel and three colored markers – red, black and blue.

## Screen Projection:

- ❖ Ann will bring the presentation loaded on her own laptop computer to be connected to your projection system. Please have both the connecting cable and a power strip at the podium. You may wish to have a high-speed, high memory laptop loaded with power point to be used as a backup. Ann will bring a backup version of the presentation on a thumb drive.

## Lighting:

- ❖ Room lights should ideally be on a dimmer so house lights can be adjusted to lower levels for slide projection and, ideally, turned off completely when running the video clips.

## Rehearsal:

- ❖ Ann will need to check the media and sound before the event – just to make sure that everything works correctly – and to allow sufficient time to correct, if not.
- ❖ If possible, the same A/V technician who will be present during the presentation should rehearse with Ann the night before.

Thank you for your attention to these notes. We look forward to a successful program.

Liz Hunt  
Equanimity, Inc.  
480-358-8686 or liz@EQspeakers.com