



DR. SUSAN BIALI HAAS MD

SPEAKER A/V REQUIREMENTS

Water:

- Bottle of water or one large glass, half full.

Computer:

- On-site computer to be provided by event host, with PowerPoint presentation preloaded (Speaker does not provide or use own computer).
- PowerPoint presentation will be emailed by Speaker to event contact 1-2 days prior to event unless otherwise specified and agreed upon.
- Speaker will also bring a back-up copy of the PowerPoint on a standard USB Type A drive

Computer Projector:

- set up for PowerPoint capability.
- The following may be needed as well, (discuss with speaker): capability for playing video/audio, and projector audio adapters to sound system.

Slide Controller: Wireless handheld remote slide advancer

Speakers Slides/Notes:

- Confidence Monitor to be provided (if available; if not, slides must be visible to speaker from her standpoint on stage, either on a monitor/laptop or the projection screen)
- Notes display/Teleprompter - Please advise Speaker if a two monitor setup with concurrent Notes display is available, or if a Teleprompter will be available
- Lectern - moved to side of stage as Speaker does not stand at lectern to present; may be used to place water, notes/props
- Small Table may be useful for water if preferred, please discuss stage setup with Speaker

Microphone (Option 1 - Preferred): Wireless Lapel Microphone

Microphone (Option 2): Wireless Headset (lightweight/small type, larger may not fit)

Microphone (Option 3): Wireless Handheld Microphone - only if no other options, please advise/discuss in advance as depends on context

Audience Microphones:

- ❑ To be discussed/confirmed with Speaker in advance.
- ❑ Hand-held microphone to be provided for audience interaction if presentation includes Q & A (Two for larger audiences, with runners to help).
- ❑ Control of audience microphones to be maintained either by speaker or volunteer runners (microphones not to be handed to audience members).
- ❑ For Q & A can also have a microphone on a stand at the front of the audience