

“Mariana Atencio AV Requirements

CLIENT to provide:

Rehearsal

- For in-person events, Mariana would like to have a final **tech check** before she goes on stage. The tech check can also be done the day before the event. The rehearsal can take approx. 30 to 60 minutes. Mariana will go through all the slides to make sure the videos and sound are working properly.
- Please ensure that an experienced A/V technician is on hand if support is needed.
- For virtual events, Mariana would also like to have a final tech check. The tech check can be done days prior to the event or the same day of the event (at least 30 minutes before Mariana’s presentation).

Microphone

- Mariana prefers a wireless lavalier microphone. If availability only permits a wired, handheld, or podium microphone it should be discussed and approved by Mariana. Please test sound in all areas of the stage for volume control and feedback– if there’s an issue that cannot be resolved, please advise of “danger spots”.
- The wireless lavalier microphone must have fresh batteries and a backup in the event of a failure.
- For audience interaction exercises, Mariana will require a handheld wireless microphone.

Projection

- Client must provide a LCD projector for Mariana’s presentation slides.
- Remote slide advancer/Clicker
- Screen to project onto (preferably large enough & high enough to allow visibility to all participants).

Presentation

- Mariana will send the client all the elements of her presentation at least two weeks before the event. This may include presentation slides, music, videos, etc. Please confirm a week before the event that all materials sent by Mariana have been received/approved and that the event’s production team has everything they need.
- Mariana uses the platform Canva for her presentation slides. The slides have embedded videos and sound. The Canva presentation will be emailed to the client, prior to the event, via a link that requires no password. On the day of the event, Canva only requires internet connection to function. Please alert Mariana’s team if this is a problem.
- Mariana prefers to have a confidence monitor with her presentation slides.
- Mariana prefers to pass her presentation slides via the clicker.

- The client has the option of crafting a brief bio to introduce Mariana before her keynote or use the bio previously provided by Mariana. In the latter case, client can make any necessary changes or shorten the bio.
- When the client is introducing Mariana on to the stage, she can be introduced as simply “*Mariana*” if it’s easier not to pronounce her last name.
- Mariana likes to come out on stage to a song that will be previously sent to the client. Mariana & producer will have a copyrights convo with the client beforehand if the event will be streamed or posted.
- Mariana may or may not travel with a producer who will be present during tech check.
- In certain cases, Mariana may choose to have a cameraman present to record her keynote. This will be notified to the client beforehand for approval.

Recording

- Video recording is allowed strictly for the client’s internal educational use, and may not be distributed, sold, repurposed, or uploaded to the Internet or any other platform in any form without written permission from Mariana.
- Mariana to receive a raw file copy of the footage of her keynote within 30 days of the event.

Handouts

- Mariana will use printouts to be handed out to the audience. Please confirm and arrange before the event that all the materials have been printed. Any printouts to be used during the keynote will be discussed during a client-speaker conference call.

Hosting event

- For in-person hosting events, Mariana requires a prompter for her speech and/or presentation. If there is no prompter available, the speaker reserves the right to read from printed notes. Please alert Mariana about prompter availability at least 2 weeks before the event.

Other Requirements

- Knowledge of the room layout prior to presentation.
- Private room space 30 minutes prior to stage time with water and coffee.
- Room temperature water is required on stage.