

ALISON CANAVAN

EVENT RIDER

Intro Video (Optional): <https://vimeo.com/760063707/0031005b8d>

Technical Requirements:

- A cordless lavalier microphone.
- Handheld microphone to use on the floor to talk to the audience.
- Access to an audio system (to support the multimedia segments) and projector
- Confidence Monitor with current slide, next slide, and timer
- A slide changer
- A small podium or table with a power cord. Alison will bring her own laptop and uses a MacBook Air computer. Please have the adaptor necessary to hook up to your audio system
- If an audio team is available for support and the client would prefer to run Alison's presentation off an on-site computer, a small table/podium for water and materials on stage will still be required

Additional Presentation Specifics:

- Alison's presentation is a multimedia presentation that sometimes includes customized graphics, animations, and embedded videos. It is essential that sound for videos and graphics works correctly. Alison is happy to add an introductory slide with your logo on the title slide.
- The presentation slides are formatted in both Widescreen (16:9) and Standard (4:3), please specify the desired format prior to the engagement.
- The presentation has been adapted to be shown in Microsoft Office PowerPoint to ensure easy compatibility with computers, AV systems, and projectors.
- Please note, the presentation is too large to be sent via email; however, a week prior to the event, Alison's team can send the presentation via a secured WeTransfer link for downloading to an on-site computer. **SLIDES ARE NOT TO BE SHARED WITH ANYONE OUTSIDE ORGANIZATION AND ARE COPYRIGHTED TO ALISON CANAVAN.**
- Alternatively, if the organization uses a proprietary and secure cloud transfer platform, simply share the link, and the presentation can be uploaded and sent prior to the event.
- Additionally, Alison will bring her presentation on a USB drive on the day of the presentation. If not using an onsite computer, please consider having a backup computer accessible should there be any challenges with Alison's computer on the day of the presentation—and hopefully it never needs to be used

Site Requests

- For Tech Check: Green tea - hot
- For Green Room: Water - room temperature
- For stage: Bottled water - room temperature
- If Alison is presenting multiple programs, please provide lunch in the green room between presentations