

# SHELLEY BROWN

## AUDIO VISUAL NEEDS

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### CLIENT WILL PROVIDE:

- Computer (Speaker requires house computer; will not present from personal device)
- LCD Projector
- Confidence Monitor
- Extra-Large Screen(s) – Large enough for clear visibility by the entire audience
- Remote-Control Mouse – happy to use client's choice of device
- Headset Lavalier – No handheld or clip-on devices please
- System/Speakers
- 4 Handheld Mics for Engagement Activity (Mic Runners)
- Small Table (24")

### ROOM SET UP PREFERENCE:

- Rounds are preferred to allow mobility of Speaker throughout
- If Theatre or Classroom style required, please provide pathways for Speaker to move throughout the room – ONLY applicable if less than 250 attendees in the audience
- Speaker will not be using a podium

### ADDITIONAL REQUIREMENTS:

- Speaker will include Client's logo on the introductory slide, but does NOT use Client-provided slide templates.
- The presentation will be PowerPoint, landscape orientation, 16:9 aspect ratio, and will not video and audio elements embedded.
- Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, (unless mutually agreed otherwise) without any audience attendees. During the sound check, the Speaker will also meet with the person introducing her.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior the presentation.
- Speaker may have handouts