



AV Requirements for Jeff Burrows

What You Can Expect:

The presentation consists of several PowerPoint slides (on Jeff's laptop). During the presentation, Jeff will control all of the PowerPoint slide advances with his 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 hear any audio clips from Jeff's PowerPoint.

Microphone for Introduction and Audience Seating

- ❖ The person introducing Jeff should have a separate microphone
- ❖ Jeff prefers the audience to be seated as close as possible to him. Classroom or theatre style is preferred. If Jeff 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 & Screen(s):

- ❖ The staging area should be large enough so that Jeff can comfortably move between the podium and the screen.
- ❖ The podium should be able to hold both Jeff'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.

Screen Projection:

- ❖ Jeff will bring the presentation loaded on his 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. Jeff will bring a backup version of the presentation on a thumb drive.

Rehearsal:

- ❖ Jeff 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 Jeff the night before.

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