Anthony "AB" Bourke - Mach 2 Consulting AV Requirements

For all programs, we have specific Audio-Visual equipment requirements.
AB will go over these requirements in detail during your planning conference call.

A 15-minute AV check-in conference call is *required* with the appropriate people who are assigned to the audio and video aspect of the event one week before the presentation.

AB will arrive at your event with a Dell Inspiron 14 2-in-1 laptop and all required adapters to connect to a projector through 15 Pin VGA or HDMI connectors. His presentation is built in Microsoft PowerPoint and has videos embedded in the slideshow. The videos will contain jet noise and music so a good sound system will enhance your audience experience.

AB will also bring a USB Memory Stick with the same presentation on it as a backup, and is happy to email the presentation in advance as required.

- One video projection unit (rear screen or forward imaging) compatible with Windows based laptop computer
- Screen compatible with projector / room size
- Backup laptop computer with PowerPoint software in the unlikely event that there is a problem with the Speaker's primary computer
- RGB / VGA Switcher to enable AV tech to switch from primary to back-up laptop with minimal interruption
- One wireless lavaliere microphone and one wireless handheld microphone
- Audio amplification / sound system interfaced with the computer and microphones - laptop uses a 1/8 inch mini-port
- Confidence / repeater monitor placed on the floor in front of the stage for the Speaker to view during presentation
- Back up Wireless cue light in the event that Speaker's wireless mouse is inoperative
- Appropriate staging for group size - smaller groups often require no staging
- Speaker will not speak from a podium, and will move around the stage/meeting room - if there is a podium, please have it set off to the side
- Lighting control so room can go dark when videos are played (Two 3-minute videos)
- AV tech on hand a minimum of one hour before to one hour after the program - speaker will coordinate with AV Tech by phone one week prior to the event

Thanks for your help. We look forward to an outstanding event!