

**A/V Requests for Helene Segura**

Speaker Requests:

Screen 16:9; above or to the side(s) of speaker so that speaker doesn’t block screen

Projector Any that will throw high quality 16:9 visuals in high or low light

Computer source PC-compatible conference slide deck computer

Or power source for speaker to plug in her own computer

Slide Advancer Provided by event venue or inform speaker to bring her own

Microphone Lavalier or E-6 (any hands-free, wireless mic) with appropriate sound system for room

Down Stage Monitor If there is a stage, this tool (aka “confidence monitor”) is most helpful.

Room Setup Keynote preferences – chevron or tables with crescent seating

 Seminar preferences – if space allows, classroom style or tables of 4-6 with crescent seating

Speaker Materials: Microsoft PowerPoint

 16:9 slides

 No sound or video, unless during pre-event calls Client decides it’s necessary

 No Wifi required, unless during pre-event calls Client decides it’s necessary