Jim Knight AV & Room Requirements

Speaker Will Be Bringing:

- Macbook Pro Laptop (with VGA and HDMI Adapters) – will run PowerPoint presentation from own laptop
- Printed Run-of-Show – for AV team to follow along and preview video play

Technology Requirements:

- LCD Projector
- Extra Large Screen – as big as possible for audience size to project onto
- Remote-Control Mouse – happy to use client's choice of device, but Perfect Que is best
- Power Outlet - access to at least 1 outlet for laptop computer
- Lavalier/Lapel Mic – no handheld or headset devices please
- Internet Access – wireless or hard wire, but will be accessing an audience response system website; only needed for specific topics
- Lighting Control Capabilities – to make area <u>directly around screen</u> as dark as possible
- Quality Sound System/Speakers – hotel ceiling systems are usually low quality; prefer to play high-quality brand videos through great speakers with bass/equalizer capabilities
- Sound Chord – to plug directly into laptop sound jack
- Flipchart & Paper w/ Black Marker – only if less than 75 attendees

Printing – provided in advanced for most groups, to be printed by the client

- "How To…" Handout (1-page) – landscape-view PDF; available for each attendee before the session starts; it does NOT have to be in color
- "Group Activity" Handout (1-page) – portrait-view PDF; handed out by direction; only used during half-day or full-day workshops
- BIO (1 page) – full-page, portrait-view PDF; to be used however desired

Room Set Up Preference:

- Rounds – to allow mobility of speaker throughout; if in theatre or classroom style, at least have arteries/pathways for speaker to move throughout; only applicable if less than 300 attendees in the audience
- Will NOT be using a podium – it can still be on stage, if others need it, but speaker will be roaming around stage/audience

*Room set up and Speaker movement subject to Client's social distancing rules