AV/TECHNICAL REQUIREMENTS AUDIO

ADELE GAMBARDELLA AND CHIP MASSEY

- Preferred Mic: Lavaliers (Clip on to shirt).
- Also, please have 1 Handheld mic with mic stand on stage for audience volunteers.

VISUAL:
Will use own (Mac) laptop on the stage for the PowerPoint presentation. Please notify the AV team that we will need the following on stage...

- HDMI PowerPoint connection.
- Power strip plug in for the laptop charger.
- XLR or 1/8" connection for sound.
- Clicker (pp side advancement)
- If possible, a "confidence monitor" should be on stage near front edge so presenter can see slides along with audience without turning away from them.

IMAGE:
- If possible, we recommend projecting a live video feed onto the big screens.

STAGE SET-UP:
- Please provide 2 small tables onstage: one for laptop.
- If stage lighting is available, please dim the house/audience lighting.
- Bottled water on stage would be greatly appreciated.
- Audience members will need easy access on and off the stage/platform.

IDEAL AUDIENCE AND ROOM SET-UP:

- The first row of people should be as close to the stage as comfortably possible.
- There must not be a large gap, such as a dance floor, between the stage and audience.
- There should be no one sitting behind or to the immediate sides of the stage.
- If keynote follows a meal, the tables must be cleared before the program.
- If there is a bar, please have it closed during the presentation.
- The person introducing should have everyone's undivided attention before reading the introduction.
- If necessary, the introducer should ask everyone to turn their chairs toward the stage.