Audio Visual Requirements
Mel Parker

A/V Preference (Keynotes)

- Wireless clip-on microphone
- One handheld microphone for audience participation(TBD)
- Laptop computer (Mel will provide POC with PowerPoint presentation through a dedicated Dropbox folder at least 24hrs prior to the event. As a backup he will also bring a copy of the PowerPoint presentation on a memory stick for loading on to your system). Due to the proprietary nature of the presentation, the file needs to be removed from client's computer once the session is finished.

A/V Preferences (Workshops)

- Wireless clip on microphone
- LCD Projector for PowerPoint presentation
- Laptop computer (Mel will provide POC with PowerPoint presentation through a dedicated Dropbox folder at least 24hrs prior to the event. As a backup he will also bring a copy of the PowerPoint presentation on a memory stick for loading on to your system). Due to the proprietary nature of the presentation, the file needs to be removed from client's computer once the session is finished.
- Connection to LCD projector for laptop computer
- The laptop computer should be placed on a nearby table or AV cart so that Mel can see the computer screen.
- Remote changer for moving PowerPoint slides– if laptop computer provided by client
- Projection screen suitable for size of room and audience
- Access to facility's wireless internet connection
- A portable speaker to connect to laptop or the capability to connect into the room's speaker system to ensure audio from computer videos can be heard by participants
- Small rectangular table (at front of room) for Mel to place handouts/materials
- Flip chart with paper pad and markers - "parking lot items that require follow up"
- Table tents/name tags for participants, sharpie pens

NOTE: Technical person should be available during setup and during the presentation if microphones are used.

Room Setup (Workshops)

All workshops are interactive. To facilitate discussion and group work Mel prefers:

- Tables seating six to eight people, depending on the room size and total number of participants
- Please make sure that all participants have a unobstructed view of the screen.