



Audio-Visual Requirements

AV Technician:

- To ensure that you get the most value from your investment in Warren's presentation, it is important that a qualified AV technician be present FOR THE ENTIRE TIME WARREN IS ONSTAGE.
- Warren will need to meet with the AV technician at least 1 hour before the audience enters the room he will be presenting in. Note: *If the room is in use during this period; i.e. another session is in place or lunch is being served within the same room, we need an available 1 hour time slot whereby the AV check can be completed without giving audience members a "sneak preview."* For example, in a case where the room will be in use all day, including lunch, with attendees arriving at 8:00am for an 8.30am start, Warren will need to meet with the technician at 7.00am.

Stage:

- Suitable for audience size. Warren will be seated and needs to be visible to entire audience.
- Please ensure stage is equipped with a wheelchair accessible ramp. A LIFT IS NOT SUITABLE.
- If using a podium for introductions, set to one side so Warren is visible to the entire audience.
- Small draped table onstage for Warren's Macbook, with cabling (VGA, power and 1/8" audio).
- Jug of water and two glasses. NO BOTTLED WATER PLEASE.

Sound:

- A professional sound system (PA) appropriate for the room size.
- Wireless Lavalier Microphone. (Extra batteries, along with a back-up handheld microphone).
- An audio feed (1/8") onstage so we can output audio from Warren's computer (Mac).

Vision:

- A projection screen appropriate to audience size (min 12') that everyone can see.
- Computer Projection System (LCD), the brighter the better, with VGA input onstage.

Lights:

- General stage wash, keeping as much light off of the screen or screens as possible.
- For smaller groups, light bulbs throwing light onto screen may need to be removed if they cannot be turned off independently.
- Bottom line: Warren needs to be lit; the screen or screens do not.

Thanks so much for your understanding in meeting these requirements. We want to give you the most bang for your buck, and in our experience of presenting at 30+ events each year, when we do not adhere strictly to the above we open the door for potential problems to arise, which is no fun for Warren but more importantly, detracts from the experience you've invested in for your group.

PLEASE FORWARD THIS DOCUMENT ON TO THE AV COMPANY HANDLING YOUR EVENT, AND PLEASE ADVISE ASAP IF YOU FORESEE ANY PROBLEMS WITH MEETING ANY OF THESE REQUIREMENTS.