



## 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 from centre stage 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 & Vision:

- Warren will be bringing his presentation with him on his own computer (MacBook Pro). Yes, he will have a Mac VGA adaptor with him. He will have a backup of the presentation with him on a flash drive in case of emergency, but will run the presentation of his own computer using his own remote.
- Because Warren's presentation includes video (embedded in PowerPoint/ Keynote), please provide an audio feed (1/8") onstage so we can output audio from Warren's computer to the PA.
- Please ensure all cabling (VGA, AC power and 1/8" audio) is long enough to reach the small draped table onstage.
- Professional sound system (PA) appropriate for the room size.
- Wireless Lavalier Microphone (or "over the ear", "countryman" style headset). (Extra batteries, along with a back-up handheld microphone).
- A projection screen appropriate for the audience size (min 12') so that everyone can see.
- Computer Projection System (LCD), the brighter the better.
- For larger audiences using iMag, please resist the temptation to have an operator switch between Warren's PowerPoint and the camera on the same screens(s). The minimum set up should be one screen for each feed, so that at all times both the PowerPoint slides and Warren's iMag image are visible. Trying to switch between the two diminishes the experience for the audience.

### 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.

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

#### **Miscellaneous:**

- Warren is often asked to provide a copy of his presentation prior to the event. Whilst he is happy to do this, please note that because he may tweak his presentation for your group right up until the final hours before going onstage; the copy you receive prior will likely not be what Warren ends up using.
- Warren is also often asked to provide a copy of his slides as a follow up to an event. Because his slides are mostly just that; slides, and won't make any sense on their own, Warren has provided a handout to accompany his presentation. A copy can be downloaded here: [www.warren-macdonald.com/vip](http://www.warren-macdonald.com/vip)
- Distributing the above link in your resources links or directory will ensure everyone has access to the handout, as well as a series of free downloadable posters Warren has produced for attendees.

*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.