

As a former event professional, I know first-hand how overwhelming logistics can be. **Here is a simple guide to my audio/visual and stage preferences.** These are geared toward ensuring everyone has the best experience and accessibility is top of mind.



Microphones

For myself, an earset/headset OR clip-on lavalier/lapel mic.
For the audience, wireless microphone on stand for Q&A



Audio/Visual

- **Projector** – connecting via HDMI input
- **Audio** – The house sound system must be able to play audio/music from my laptop
- **Screen** – should be visible to all in audience, not obstructed by stage or facility lights
- **Confidence Screen** – at front of stage, if available



Stage Setup

- **A bistro table or podium** – to ensure my laptop is within sight and within 50 feet from where I'll be standing.
- **Style** – I like to roam the stage.



What I'll Bring

Personal Macbook laptop with HDMI adapter
Presentation clicker