



SUGGESTED AUDIO-VISUAL SET UP

It is suggested that the A/V sheet be given to the A/V Provider

- **Projector**

If “Front” projector is used (most common), place off center. It is important that Derek is not caught between projector and screen as he moves around the stage or floor
- Rear and/or overhead projectors have no such issues

- **Screen(s)**

If screen(s) are not easily visible from the presentation location, a front monitor may be required

- **Podium**

Derek will not use a podium - a small table for notes on stage or floor is requested

- **Microphone**

Lapel wireless microphone

- **Audio Patch**

Audio patch needed to the laptop computer

Note:

- Derek usually sets up at least one hour before his presentation
- Derek will provide the lap top and remote control. The lap top can be positioned anywhere in the room
- In the event that two computer sources are to be used in conjunction with each other for multiple presenters, it is recommended that the A/V support use an Active VGA Splitter/ Switcher to be able to seamlessly switch from one presenter’s computer to the other

If using “house” A/V please check that the quality of the speakers are deemed to be adequate for the size of the audience

If available, a stage facing clock is recommended but not imperative

If the stage backdrop is large windows, be aware of sun position