

## Audio-Visual Checklist

The following specifications are given as a guideline to help you plan your event and will enable attendees to get the most from Cath's session:

- Data projector for computer output: front or rear projection and screen suitable for audience and venue.
- Lapel wireless microphone plugged into PA system.
- An AV operator should be on hand to set and check microphone levels and prevent 'feedback' through the PA.
- Cath uses a laptop PC which she can run from the stage or the AV desk. Please ensure VGA connection. (Alternatively she can plug a USB presentation into an existing laptop set-up.)
- Cath uses her own wireless presenter mouse.
- Lectern or table on stage for the computer to be placed on the right hand side of the stage, if you were to face the screen. VGA connection runs to this lectern.
- Each audience member will need a pen. They will be required to write on a card (which we supply on the day), and a card should be placed on each seat before Cath's presentation.
- You may also consider supplying a flip chart (with paper and pens) or a wipeboard. This is not required for the presentation but may be useful for interactivity if the audience has questions.
- Lighting: please position as much light on the stage and in the room as possible. Whilst we realise this can effect data projection, we have designed our images so that they work in average lighting environments. Obviously this has a lot to do with the quality of the data projector provided. If narrow spots are to be provided rather than a stage wash, please ensure that 3 locations on the stage are spotted – stage left, front centre and stage right.

Thank you

Cath Vincent Event Management Team

