Chris Dyer Technical Requirements

Customer to provide the following AV items:

- Lavaliere or wireless lapel microphone
- Wireless clicker (remote-with fresh batteries) to advance slides
- LCD projector and its connectors
- 1 laptop: The presentation will include a slide deck, necessitating a laptop connected to a projector and screens. While a personal laptop will be available as a backup, a pre-installed and tested system at the venue is preferred for convenience and reliability.

Staging:

- Raised Platform (if possible)
- Confidence Monitor: If feasible, provide a monitor facing the presenter. **It must display the current slide with presenter notes**, enabling the speaker to stay aligned with key points without turning away from the audience. It should **not just mirror what the audience sees** on the screen.
- Timekeeping Device: A visible countdown clock or clock on stage is helpful, especially for tightly timed sessions, to manage the presentation duration effectively.
- No podium is required

Polling:
- If there is polling included, **a hardwired internet or dedicated wi-fi channel is required for polling**. It is run by Chris within his Mentimeter account.

Audience Interaction (Q&A):
- For any Q&A segments, arrangements for audience microphones in the aisles or runners to deliver wireless mics to audience members are requested. If this is not possible, the Speaker will adapt by repeating audience questions for clarity.

Recording Copy:
- If the event is being recorded, a copy of the recording is requested post-event. A personal hard drive will be provided by the Speaker for immediate transfer.

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{{{Customer Name}}} Signature