

AV Requirements

Professional, well-planned audio-visual (AV) is the foundation of a successful event. This will directly impact attendee engagement and message retention. High-quality sound, lighting, and visual displays are crucial for creating immersive experiences. Lynne will work directly with the event planner and AV staff to ensure everything goes smoothly.

Speaker Requests

- A pre-event AV check at least one hour prior to her presentation. Earlier is always better!
- Speaker will bring the PPT on her laptop and use a USB for loading onto the AV system if required. She will not send the PPT in advance nor can the PPT be distributed to attendees without her express written permission.
- PPT will have built in music for both her walk up and walk off.
- She does not play any videos, so she does not need an internet connection for her PPT.
- Large screen/TV/LCD projector with PowerPoint presentation capabilities. Size and number of screens depends on the size of the space/number of attendees.
- Lavalier/handheld wireless microphone is preferred for large groups.
- Small table on stage.
- Podium is NOT required for the speaker. She will be moving around.
- For larger groups of 250+, a confidence monitor is beneficial but not required.
- Comfortable seating to accommodate all attendees. Speaker also recommends tables as audience members will want to take notes with pens and paper available.