

## AV requirements for keynote presentations

**Clare uses an Apple laptop and the format of her presentations is 4 x 3.**

To maintain the formatting of her presentation, Clare:

- prefers to connect her laptop directly to your data projector
- travels with a Mac adaptor for this purpose.

**Clare can provide a USB version of her presentation, if needed. If so:**

- she will need to check the quality of her visuals well ahead of her presentation
- please ensure a technician familiar with all equipment is available well ahead of her presentation for this purpose
- she welcomes the presence of AV technicians throughout her presentation.

**Clare's sound requirements are:**

- a headset microphone loaded with fresh batteries, or if this is not possible, a wireless lavalier (lapel) microphone
- a back-up handheld microphone (in case of failure of primary microphone)
- a separate microphone for the person introducing her.

**Other details:**

- Clare brings her own handheld remote control for her presentations, but for extra large venues will use the one provided if necessary.
- Clare makes use of the whole platform when speaking, so where logistics permit, lighting, projection and sound systems need to allow for this
- if Clare needs Internet access or has audio or video to play as part of her presentation, she will advise you well ahead of time.

**No data projector?**

- Clare is comfortable presenting without a projector and screen, so can work to this in the event of technical failure
- however, if this style of presentation is a special need, good advance notice is required, along with the provision of a whiteboard or large flip-chart on a stand with fresh pens.

