

The following requirements (okay...requests) will help to ensure that your participants experience the best presentation possible!

## Audio

- Wireless lavalier microphone
- Wireless handheld microphone, on different channel than lav mic
- Audio feed from Kaushal's Mac laptop (1/8 inch mini plug)

*PLEASE NOTE: THESE THREE AUDIO SOURCES ALL NEED TO BE PLUGGED INTO THE HOUSE AUDIO SYSTEM. THIS MAY REQUIRE A SEPARATE AUDIO MIXER. PLEASE COORDINATE THIS WITH YOUR A/V CONTACT.*

## Video

- LCD projector to accommodate a Mac laptop (Kaushal will provide both the laptop and the adapter cables—VGA, HDMI, and DVI—that will connect his laptop to any modern LCD projector, as well as a wireless remote to control the Mac)
- AC power for Kaushal's computer
- Screen, with top extended as high as possible

## Staging

- A/V table on stage for computer and small props (**Kaushal *must* be able to see his computer during his presentation. This may necessitate a longer cable between the computer and the projector. PLEASE make sure your A/V contact is aware of this!**)
- If not using rounds, and if possible, please arrange seats in a semi-circular or chevron pattern (audiences respond better when they can see each other)
- Lectern removed or placed to the side of the stage
- Ideally, distance from stage to first row of seats/tables should be no more than 10 feet
- House lights should be at full intensity (people tend to laugh and listen more in bright light)
- If possible, screen should be placed to the right side of the stage, from the audience's perspective. (This puts your speaker at the center of the program, rather than the graphics.)

## A/V AND ROOM SET-UP

- Stage riser (ideal height is 6"-12" for audiences of up to 200 people; 12"-24" for audiences greater than 200). **Please allow enough staging area for Kaushal to bring up to four audience members onto the stage**
- Two bottles of room temperature, non-carbonated water on side table