

AUDIO VISUAL NEEDS: Holly G. Green

To help ensure Holly's program meets your expectations and provides the ultimate benefit for your audience, please review the requests below and let us know if there are any challenges. Holly is flexible and will work with you to maximize the effectiveness of your event.

Please have the following equipment available:

- [Wireless lavalier \(tie clip\) microphone](#)
- [A/V LCD Projector with cable to front of the room \(HDMI or VGA\)](#)
- [Audio/Power Strip/Video Out connections from Holly's laptop computer](#)

LCD PROJECTOR CABLE TO STAGE AREA

Holly "drives" her own program from a remote on her person and will bring a Windows PC laptop and any/all dongles and connectors needed in order that audio and video clips play from her presentation through the event location's sound system.

Please provide a small cocktail table or lectern on the stage area for Holly's laptop and connection to the LCD projector(s). She will provide a backup copy of the slides to be used in an emergency situation, and will present this to the technician, if requested, 60 minutes before the session begins.

MICROPHONE REQUIRED

Holly prefers to use a wireless lavalier microphone for both keynote presentations and breakout sessions. She enjoys being able to move around freely so she can interact personally with your group. For audiences of less than 25 people, no microphone is required.

AUDIO/VISUAL AIDS

If possible, the screen should not be positioned in the center of the room directly behind Holly as this will force her to do the entire presentation on one side of the room or the other. It's far better to position the screen off to one side so it can be seen by the entire audience as Holly walks the front of the stage area or room.

SCREEN SIZE

It is imperative to the success of the program that we know the screen aspect ratio within 21 days of the event. Holly prepares slides well in advance and needs to know whether to prepare them as 16:9 (wide screen) or 4:3 (standard). 16:9 is preferred.

PLATFORM/RISER/STAGE

Your audience will benefit from Holly being more visible on a raised platform (16 to 24 inches is fine). Being elevated makes it much easier for everyone to see and enjoy the presentation. Please have steps placed in the front or on the side.

RECORDING OF PRESENTATION

The material to be presented is protected by copyright. Audio and/or video recording is permitted and encouraged; however a separate recording agreement must be signed prior to the event. If recorded, we require that you provide a copy of the segment within 14 days of the program.

INTRODUCTION

We will provide you a brief introduction to use and it can be modified as needed to suit the specific needs of your audience.

We look forward to working with you! The above will position us both to rest assured that everything will run smoothly. Then you can relax and let Holly do the rest.