



Presentation A/V Requirements

Wireless hands-free microphone

- Clip-on microphone preferred, but over-the-ear is acceptable.
- Please test all audio and visual (AV) equipment well before the presentation starts.

Projector and screen

- Presentation will be run preferably through Joe's Lenovo laptop.
- Power source needed by laptop and HDMI cable for connecting laptop to projector.

One small table on stage

- Small "tea table" to set water bottle and laptop on
- No podium on stage. If podium has to be on stage, please place to one side before Joe speaks.

A/V Person

- Please have a dedicated AV expert present when Joe arrives to help set up equipment, and send their contact info ahead of time. Please request they stay at least until Joe starts to adjust volume settings.

Suggestions

- A well-lit stage helps focus the audience's attention on Joe.
- To allow for any technological troubles and avoid a time crunch, Joe has found setting up 45 minutes before the presentation is best.

Room Layout Instructions:

Keynote Presentation (Theater Style):

- Prefer theater-style seating for keynote presentations to maximize audience focus.
- Request a stage with no podium for a dynamic and engaging presentation.
- Ensure proper lighting on the stage to highlight key areas.

Leadership Development (Rounds or Classroom Style):

- For leadership development sessions, consider rounds or classroom-style with tables.
- Ensure ample space for interactive activities and group discussions.
- Clarify the preferred room layout to facilitate effective learning.

Meal Service Considerations:

- If the speech is scheduled near a meal service, please no clearing of tables during the presentation.
- Minimize distractions and noise by coordinating with the catering team for a discreet service.
- Ensure a quiet and focused environment for both the speaker and the audience.

Internet Connectivity:

- Confirm the availability of a reliable internet connection, especially if the presentation involves online elements.

Recording and Photography:

- Please have one person available who can take photos with their smartphone. They will text photos to Joe after the talk. Joe uses these to highlight your team's commitment to growth and learning and can be used for social media promotion.

By helping with these A/V needs and room layout instructions, we aim to create an optimal environment for an impactful and seamless presentation. Your cooperation in these aspects will contribute to a successful event experience for both you and your audience. If you have any specific requirements or concerns, feel free to discuss them during the planning stages.

I can't wait to partner with you to make this an incredible experience for you and your organization.

Live an inspired life,

Joe Pettit