

# Michael's AV Needs

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## **Michael will need the following audiovisual aids for his session:**

- LCD projector and screen (Michael's slides will be 16x9 format unless otherwise requested)
- One lavalier or over-the-ear microphone
- Wireless device for advancing the PowerPoint slides
- Laptop with PowerPoint at the podium, or a stage monitor to view the advancing of slides
- Bottled water
- If Q&A is desired, please have two wireless handheld microphones and two people to serve as runners

I will arrive at least 60 minutes prior to the session to get wired and rehearse with the AV technician. I will send the PowerPoint presentations to the person you designate in advance of the session to ensure that he/she is able to open the file.