



TECHNICAL

- Wireless lavalier microphone with fresh batteries & back-up microphone.
- Hand held microphone to use on the floor to talk to audience,
- Projection unit & large screen (10 foot minimum)
- LCD projector with extra bulb
- Remote slide advancer
- A countdown timer on stage

PRESENTATION

- Person who introduces Adam will need to present a video prior to him walking on stage. This video can be found in the DropBox link to the presentation materials.
 - Please ensure the A/V team has downloaded all videos ahead of the event and has it ready on their machines to roll for "tech check/rehearsal".
 - Presentation is built in 16:9 on the most recent operating system. Please ensure your team has a way to calibrate monitors to this size.
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AUDIO & VIDEO

- There are proprietary videos embedded into the keynote that require an audio hook into house sound system.
- Confidence monitor, not required, but if available, much appreciated.
- A/V technician needed prior to the keynote for review of sequencing and mic check
- On kick off call, please have the contact information for your technical lead.
- A/V will need to lower house lights during videos.
- A/V will need to leave AUDIO ON during presentation for videos.
- Video recording needs to be approved and for internal use only. Please share all videos and photo footage with us 14 days post event.

OTHER REQUIREMENTS

- Ice water on stage in a cup with a lid and straw is appreciated - thank you. This is to ensure there is no sloshing water sounds being transferred through the lavalier.
 - Video recording is allowed strictly for client's INTERNAL educational use, and may not be distributed, sold, repurposed or uploaded to the internet in any form.
 - Adam's team is to receive a raw file copy of all footage within 15 days of the event.
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