



AV and Other Requirements

Alan takes his commitment to speaking to your group very seriously. Here are the ideal requirements to ensure you get a great return for your investment.

All events

Microphone: preferably wireless - a Lavalier or over the ears microphone.

Projection: Provided by event organisers, including HDMI or USB-c cable if using Alan's laptop.

Slides: Will be created and supplied in Microsoft PowerPoint format. If Google Slide format is preferred then please let Alan know.

Water: Yes please.

For events in small conference rooms

Laptop and "clicker": Alan can bring his own for use on stage. Please ensure that a table or podium and power are available.

For events in large conference rooms or auditoriums

Microphones: Roving mics will be needed if there is Q&A planned.

Laptop and "clicker": where projection is controlled by sound/lighting techs, then organisers should provide.

Confidence Monitor: preferred.

Countdown Timer: preferred.

Podium: Alan does not normally use a podium.

Workshops

Flip Chart & Pens: quantity will be agreed according to the size of the audience.

Seating: Ideally at rectangular tables in U-shape but round tables also possible. If seating is any different from this (e.g. boardroom or classroom) please advise Alan in good time as this will impact the delivery of the workshop.