

Logistics and AV Requirements for Len Strickler

Len Strickler is committed to making your event a success. He has given presentations to many audiences in diverse venues and understands your investment of time and money in your event. The following guidelines for setting up your event will ensure that your event experience is of the **highest quality** for all event participants.

AV Requirements

- Please provide a wireless lavalier microphone, and make sure that your AV department has a back-up lavalier microphone and batteries on-hand and available for use at a moment's notice.
- Sound system – Len requires a sound system for an introductory video, which he will have on his flash drive.
- Please provide a computer, screen, computer projection system and the cable to connect the computer to the projector. Len will bring his flash drive.
- A table for the computer and the projector.
- Access to an electrical outlet (110v) for the computer and the projector.
- 30 – 60 minutes availability to the room for setting up and checking equipment prior to the presentation.

Room Requirements

- Podium: If a podium is being used in the introduction, please set it back a few feet from the front so that Len will be able to walk around and use as much of the space in the room.
- Lighting: If possible, dim the area directly above the screen while keeping the rest of the house lights on maximum.
- If Len is presenting a workshop, please set up the tables in a U-shape facing the front of the room.
- Flip Chart: Please provide a flip tablet on an easel and markers.
- Please have 2 glasses of water with NO ICE near the stage for the speaker.

Recording Devices

Audio and/or videotaping is available with PRIOR WRITTEN AUTHORIZATION. If you're interested in taping the presentation, please contact brooke@thekeynotegroup.com to complete a written authorization.

We are confident that by following these suggestions your event will run smoothly, and you will get the most possible out of the presentation of your speaker.