



AV REQUIREMENTS

AUDIO

- Wireless lapel or headset microphone (preferred over handheld — Andrew is highly interactive and needs hands free)
- 1–2 spare handheld wireless microphones for audience participation segments
- Audio playback capability from the presentation laptop (if his slides include video/sound)

VISUAL

- Projector and screen (or LED wall) visible to all attendees
- Ability to present from his own laptop or presentation loaded onto venue system — worth confirming which Andrew prefers, plus format (PowerPoint/Keynote, 16:9)
- HDMI/USB-C connection at the lectern or tech desk
- Confidence monitor at the front of stage (foldback showing current slide) — highly recommended for keynotes
- Wireless presentation clicker/remote

STAGE

- Clear, open stage space — important for Andrew since interactive/performance-based keynotes need room to move
- Small table for props or water
- No lectern required (or “lectern optional”) — most performance-style speakers prefer open stage
- Stage lighting that keeps the speaker lit while allowing him to see the audience (important for interaction — full blackout of the audience works against participatory keynotes)

TECHNICAL SUPPORT

- AV technician available for sound check
- Access to the room for a tech run-through, ideally 60 minutes before the session or during a break

OPTIONAL

- Recording of the presentation
- Internet access in case I have any live/interactive digital elements as part of the presentation.

