

PAUL ROBINSON

AUDIO VISUAL & PRESENTATION NEEDS



Below is a checklist that will ensure the best audience experience for Paul's program. Please share this list with your Meeting Planner and AV Contact Person. If you encounter a challenge with any of the following requests, please contact us right away so that we can fix it in advance of your program.

As part of the engagement, the Client and the Speaker agree to the following terms:

The Client will provide the room setup and necessary audiovisual equipment including:

- Wireless lavalier microphone
- Video projector for use with Apple's Keynote presentation software. Speaker will provide his own converter (aka "dongle") for the projector connection to the house sound system via Speaker's computer's headphone jack
- Audio output from the Apple laptop to the speakers as the presentation includes videos / audios
- Minimum 1 hand mike (and maybe more depending on the delegates size / numbers) and ushers to distribute during session for discussions and Q & A
- The Speaker and Client will meet at least 60 minutes prior to the Event for an A/V and sound check, unless mutually agreed otherwise. During the sound check, the Speaker will also meet with the person introducing him. The Speaker will not provide his slides in advance of the presentation.
- During the presentation, all podiums, chairs, stools, stands, etc. should be moved to either side of the stage. The Speaker does not use a podium during the presentation, other than to hold his laptop, if required by stage setup.
- If the presentation is being held during a meal, it is preferable that food consumption is over and that all dishes are cleared prior the presentation.

As the content / presentation may involve copyright content and also its solely the rights of the speaker, the Client is not permitted to livestream the event at the time of the presentation and/or audio record or video record the presentation for any reason, without the prior written permission from Paul Robinson's office, which carries its own terms and conditions for permitting this act.