

## **AV & Staging Requirements Dr Adam Fraser**

### **SOUND:**

- Lapel Microphone. Please ensure it is supplied with Fresh (Brand New) batteries before Adams presentation.
- If a sound technician is on site for the event, please ensure he/she is available in the room at the most recent break preceding Adams presentation to set the levels for his Lapel Microphone

### **LIGHTING:**

- Please ensure there is excellent lighting for the stage area.

### **PRESENTATION VISUALS:**

- Adam uses keynote (apple software program) for his presentations (please note, Adam Power Point presentation will not be supplied prior to the event).
- Adam will supply his own laptop. Please ensure that a VGA Cord is available at the lecturn or on a table immediately next to it. Adam uses a Apple ibook and will bring a VGA connector.
- Please ensure the screen, whether it be front or rear projection, is suitable for the room and the audience size, and that the Projector is already positioned and working before Adam arrives to set up.
- Please supply a large flip chart or very large whiteboard, with thick chisel point markers. 4 Colours please, including at least Red, Black & Blue. Please ensure there are ample sheet of Flip Chart paper (at least 20).

### **STAGE LAYOUT FROM THE AUDIENCE PERSPECTIVE**

- Please do not place things at the front of the stage like flowers, plants and tables except at the extremes
- Lecturn is preferred at the front right of stage
- Flip Chart is preferred at the back left of stage
- Projector - In the back middle of the stage
- For very large audiences raised (well above Adams head) back middle, or two raised screens at both left and right extreme of the stage.

### **Sample Stage Layout**

