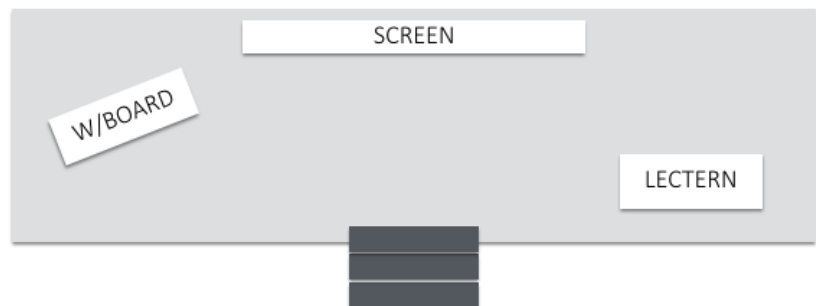# AV REQUIREMENTS

Fiona Robertson audio-visual checklist

The following specifications are given as a guideline to help in planning the event and to ensure that participants get the most out of the presentation

- ☐ Lapel wireless microphone.
- ☐ Data projector for computer output and screen suitable for the venue and audience.
- ☐ Fiona uses an Apple MacBook which she runs from the lectern with a wireless clicker. Please ensure DVI or HDMI connection. Fiona will bring adapters for these as required.
- ☐ Please organise for audio to be played from the laptop with a 3.5mm jack and stereo output at the lectern.
- ☐ Lectern on stage for the laptop. To be placed on the right side of the stage as you face the screen.
- ☐ Large whiteboard or flipchart on stage. To be placed on the left side of the stage as you face the screen.
- ☐ Please ensure as much lighting in the room as possible to enable Fiona to move between the lectern, whiteboard/flip chart, and the audience as required.

Indicative stage layout

Fiona presents from her Mac to ensure the perfect presentation tailored to each audience: This enables:
- last minute adjustments and on-the-fly changes to ensure audience relevance
- seamless loading of videos, audio and images
- elegant visual design

It should be noted that Fiona's slides are not available prior to the event.