



## **Speaker A/V Needs and Notes:**

### SLIDES

Joe typically presents with a PowerPoint slide deck that does not include video or sound. He will arrive to the event site early on the day of the event and provide his presentation file to the A/V team, where they will test it together. Joe travels with multiple backup copies (just in case!). Since Joe customizes programs up until the last minute, slides are typically not sent ahead of time.

### STAGE

The speaker does not use a podium and politely requests that if a podium needs to be on the stage it be located to one side and not in the center of the stage. Joe walks around and uses the whole stage and, if possible, will periodically go into the audience.

### MIC

Joe doesn't have a preference between a handheld or lapel microphone. He is happy to use whatever works best for the venue/event. He does not travel with his own mic, so please ensure that one is provided.

### TECH CHECK

For any event, Joe is happy to arrive early and do a tech/sound check, preferably the day of the program. In general, Joe will plan to arrive at least 45 minutes ahead of a scheduled presentation time, though he can arrive earlier if needed.

### NEED SOMETHING? ASK!

Joe and his team take great pride in being the most prepared, accommodating, friendly, on-the-details speaker team you've ever worked with. If there's any way that we can make things easier or smoother for you in our work together, please ask!