

MATT BRAUNING

Audio Visual and Presentation Requirements

Matt is deeply dedicated to his speaking engagements. He recognizes the significant effort and resources you've allocated to your event and wants to provide you with recommendations to ensure you achieve the best possible returns on your investment. Frequently, minor adjustments to the environment and setup can profoundly impact the success of a speaker's delivery. The following suggestions are a result of his experience speaking on stage around the world for nearly 20+ years. Matt's only concern is to do the best possible presentation for you and your people. For questions or concerns, please contact the office at (616) 965-2110 or matt@mattbrauning.com

Microphones

Matt prefers to use a lavalier or over-the-ear microphone when possible. Wireless is preferred because he moves around a lot on stage. Please make sure that the AV department has a backup wireless handheld microphone available at all times.

Projector and Laptop

Matt will run his presentation on Microsoft PowerPoint from his Apple MacBook Pro. He will bring his own Apple USB-C to HDMI video adapter. He will require an LCD projector and an HDMI cable to connect it to his Apple laptop. The images will be shown at a resolution of (16:9) 1920x1080. This is becoming the industry standard. The projector should be able to show 1800-5000 lumens or more. He does not require any audio output from his laptop.

Please also provide a 6-foot draped table for Matt to place his laptop and organize his materials. He needs to have his computer on stage with him on one side of the stage. He will provide his own wireless remote clicker for

changing slides. Please also provide a power outlet for the MacBook within 6 feet of where the laptop will sit.

If you absolutely have to have Matt's presentation be controlled from the AV department, please provide him with a clicker with an extended range. If Matt is speaking to an audience of more than 400 people, please make sure there is a monitor for him to see what is being projected on the screens if they are not within his line of sight.

Staging Area Needs

Podiums: All podiums (lectern) should be moved to either side of the stage, or ideally off the stage entirely. Matt does not use a podium (lectern) during his presentation.

Water: On stage, where he is placing his materials, please have a bottle of spring water and a glass for Matt. No ice please, room temperature is perfect.

Flipchart: Whether it's a keynote presentation, training session, or workshop, Matt will always need a flip chart, whiteboard, and preferably four different colors of markers on hand (black, blue, green, red). Not every presentation uses this type of audience interaction, but many do, and it is best to have it available.

Recording Devices

Audio and/or videotaping is available with prior written authorization. If you're interested in recording Matt's presentation, and interested in utilizing the recording for future use, please contact the office right away to discuss at (616) 965-2110. Limited use rights and perpetuity rights are available at a standard fee rate.

No audience video or audio devices are allowed without written consent by Matt Brauning. This is a good thing for you and Matt both.

Tips & Suggestions (Just to be helpful!)

Preferred seating layout for events is either theater or classroom style, arranged in a V-shape whenever feasible. This layout might be challenging to achieve if the event coincides with a meal, but it always makes for a better experience than round banquet tables when possible.

In rooms that are very long in one direction, optimally position the stage along the midpoint of the longer wall to enhance closeness between the speakers and the audience. You will have longer rows, but fewer of them; bringing the whole audience closer to the stage.

To ensure a conducive environment for your audience and Matt, it's essential to ask the hotel or venue to prevent any disruptive sounds from neighboring rooms, like live music, during Matt's speeches or workshops.

Developing a connection with the audience can be hindered if they are still eating. Request that the service staff complete any clearing activities following Matt's talk, or to complete their clearing activities before Matt's talk to minimize distractions. We promise, it is a bad idea to have Matt speak during dinner, dessert, or drinks. The only exception to this would be if Matt is speaking more than once, and the main presentation is already complete. Perhaps the next day during lunch for a workshop or Q&A session, then eating would be appropriate.

If you have an open bar, the best way to handle this is to stop serving drinks 15 min before Matt speaks by announcement and continue serving after the presentation is concluded.

Should photographers be in attendance, advise them against taking pictures or using flashes for the initial 15 minutes of the talk to avoid disturbing both the speaker and the audience.

Ensuring that the stage area is brightly lit is crucial, but also keeping the room lit as well. Matt likes to see audience reactions directly, which helps him gauge the effectiveness of his presentation. Plus when Matt is being funny, laughter spreads easier in the light!