



# AV REQUIREMENTS

## FOR MICHAEL ALLISON

### Presentation & Equipment:

- Michael uses Canva PowerPoint slides for his presentation. His presentation will be provided in either **PCanva PowerPoint or Keynote format** (16:9 aspect ratio). The preferred format will be shared in advance.
- He will bring a **backup laptop (Microsoft Surface or MacBook Pro)**. Please ensure an **HDMI adapter** is available for connection.
- Michael also brings a thumb drive with his presentation loaded and ready to transfer to the house computer if needed.
- The presentation contains embedded videos, so **audio support** is required.

### Microphone:

- Michael prefers a **wireless lavalier lapel mic or a Madonna-style headset mic** to allow for hands-free movement during his presentation.

### Audio-Visual Check:

- An **AV check** is required at least **1-Day Prior or 1-Hour prior** to his presentation, with the check lasting between **10-20 minutes**. However, Michael's team will work with you to schedule the exact time that works best for you.

### Stage Notes:


- Michael prefers to move around for maximum audience engagement.
- Please remove any lectern/podium prior to Michael coming on stage as this blocks the view from audience members and minimizes audience engagement.
- Michael's preference is to have rounds for room set up, however, he can work with any room style (theater; rounds, or classroom).
- To have the highest-energy presentation, a single screen should be off to one side or well above the stage, not center stage because the presenter is the focal point and the slides are merely supplemental.
- For Question & Answer sessions, please provide hand held microphones for the attendees to ask questions.

### Other Needs:

- A **projector and screen** will be needed for the presentation.
- A **confidence monitor** and **countdown clock** are strongly preferred.
- Michael may use custom fonts, so please ensure **Open Sauce and Auttera fonts** are downloaded in advance if requested.

This setup ensures that Michael can deliver a smooth and engaging keynote presentation tailored to the event's specific needs.



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