



## Seth Mattison AV/Room Requirements

### **AUDIO VISUAL:**

In order to deliver the best presentation possible, please provide the following Audio Visual requirements for Presenter's session:

- Lapel microphone—for groups of 30 or more only. However, please take into consideration the size of the venue when organizing a lapel microphone.
- LCD Projector and Screen
- Room should be wired for sound/audio
- Presenter will bring a Macbook Pro Laptop as well as a VGA connector. If it is not possible for the Presenter to use his own computer in Client's A/V set up, please notify presenter agency as early as possible
- 3.5mm audio cable-run to the lectern
- Please let Presenter know prior to the event if they are outputting in 16:9 or 4:3.

### **Presenter Preference:**

- If necessary Presenter will provide the presentation to Client/audio visual team on a USB the day of the event. Presenter is unable to provide the slides in advance of the event.
- Presenter will arrive one (1) hour early for set up and AV test.