

Debbie Allen AV & Room Requirements

To deliver the best possible session for your attendees, Debbie Allen will need:

Audio/Visual:

- A Countryman Headset Microphone
- House Sound for Video Introduction (connection to computer)
- Debbie Allen always uses PowerPoint (Keynote) from Mac and will bring her own computer, presenter remote and adaptor for data projector
- Stage Monitor and Countdown Clock (if possible)

Room Set-up:

- Please make sure that podium is removed from the stage (if podium is on stage please move it to far side of stage)
- Provide draped high-top table for speakers props, water, etc,
- Please provide stairs which are easily accessible, preferably from the front of the stage
- If facilitating a workshop session: Please set the room in crescent rounds or chevron classroom to encourage dialogue.
- A wireless handheld mic for the person introducing Debbie and to use in workshop sessions is also recommended for audience engagement.

Depending on the size of the group, an additional wireless mic and two staff members assigned as mic runners will also keep the dialogue moving.