Ben Whiting A/V Requirements

AUDIO-VISUAL

- The stage needs to be a minimum of 20′ wide and at least 10′ deep.

- It's critical to remove all furniture and lecterns from the front-stage area before Ben begins. He will be moving around the stage a lot to maximize audience engagement, and a lectern or furniture could block your audience's view at critical moments.

- To maximize engagement and energy, strive to have the same number of chairs as people in the presenting room. If there are extra seats, audience members tend to avoid the front rows, making it more difficult for all presenters to engage. It's also good to put your front row of tables or chairs close to the front of the stage to maximize engagement.

- PowerPoint slides will be provided at least 48 hours in advance of the eventand should be loaded to the conference computer system and pre-checked prior to Ben's arrival. If necessary, Ben can provide his own laptop and clicker.

- Ben normally arrives one hour before his presentation to set up the stage and for an A/V check, which must be done while attendees are not in the room. However, if that cannot be accommodated, an alternative time can be arranged.

- Ben requires a professional-level lavalier microphone (Shure or Sennheiser) for any group of more than 25 people. A confidence monitor and countdown clock are appreciated, but not necessary (if provided, make sure they are on the floor and not the stage).

- Ben needs the ability to plug an MP3 player into the sound system for music cues that happen within his keynote. Please have a 1/8 inch (3.5mm)audio cable or an XLR cable on the side of the stage.
- Three chairs need to be placed toward the back of the stage. The chairs shouldn't be big or fancy, just whatever the audience is sitting on.
- To have the highest-energy presentation, projector screens should be to the sides, or well above the stage, not center stage because the presenter is the focal point and the slides are merely supplemental
- For audiences of over 400, image magnification (IMAG) including at least one dedicated camera and two dedicated projections screens is recommended.

SCHEDULING AND LOGISTICS

- To create anticipation and allow for AV setup/testing (discussed above) it's best to schedule a break before Ben takes stage.
- Also consider scheduling a break right after Ben's presentation. It helps facilitate that high-energy scrum at the front of the room for people who want to say "hey," ask questions, and share their epiphanies. Plus, you get break-time conversations for people to discuss what they just learned.

- Because travel delays happen, Ben prefers to arrive the day before his keynote. Please arrange a hotel that's either at the venue or closer to the airport than the venue itself. Please book a non-smoking room with late checkout

SLIDES AND HANDOUTS

- Please note Ben doesn't convert his slides to anyone's templates. Templates aren't enthusiastic and Ben's presentation slides are designed to graphically supplement his verbal content and don't mirror the words in his speech.
- Ben's full slide deck is not available for download or for publishing as notes or a handout. If you need an outline of the presentation for educational certification requirements, one can be provided on the day of the session.
- Ben owns and retains all rights to his materials and content. They cannot be reproduced or distributed.

RECORDING AND PHOTOS

- Feel free to take as many flash photos as you'd like before the talk, but please no flash during the presentation.
- You agree that Ben and his team have the right to photograph/record the session, as well, and use the photos online or in print.
- If we've agreed to permit recording of the session, plan ample time to test sound pick up and to verify that the sound patch doesn't interfere with the projection

output quality (sometimes an issue).• Unless you specifically agreed to work it out, you don't have the ability or right to record and then resell or distribute Ben's talk.