



AV Checklist and Logistics

Checklist

- Load and test wide-format presentation on PC connected to projector and sound
- Make sure sound from presentation works
- Click through each slide – at least one slide uses video with sound
- Test presentation “clicker”
- Lapel microphone if available, wireless hand-mic secondary
- If using stage, place podium on mid stage right and a stool at center
- Drinking water, “clicker” and hand mic (if using) on stool
- Note cards for participants (at door or on seats) - optional

Projection/Presentation Specs

Schuyler's presentation is MS PowerPoint Office 2016

Schuyler's presentation is in Wide format (16:9) in his Speaker Kit online.

At least one slide uses video with sound – please ensure sound from PC is audible.

Contact us if there are venue limitations that do not permit wide format projection.

If no pre-loaded PC is possible, please notify us immediately.

Schuyler will require:

- High-res projector (1920x1080 or higher) w/standard HDMI hook-up
- High contrast projection screen

Seating arrangements

For groups larger than 50, an auditorium setting with audience access is preferred.

Please provide notecards for questions during Q&A. For groups smaller than 20, boardroom or conference table seating is preferred with nametags and/or nameplates (first name only) for attendees if possible.

Recording

The Sponsoring Organization may record Schuyler's session for limited internal use. A copy of all recordings (audio or video) shall be sent to info@pinkmantaray.com within one week of the event date. The Sponsoring Organization grants Schuyler unlimited, perpetual rights.