

Dated: October 1, 2025

JJ Birden Technical Requirements (in-person events)

Customer to provide the following AV items:

- 1 Wireless lavalier microphone
- Wireless clicker (remote-with fresh batteries) to advance slides
- LCD projector and its connectors
- Audio/Sound with Sound Patch to presenter's laptop at AV Table (not at podium):
 - For Power Point presentations an embedded video is played during the keynote intro (by Speaker).
 - For Mentimeter presentations a video is played during the keynote intro (by Speaker).
- 2 Confidence Monitors. **The second confidence monitor to be programmed to display as a "preview monitor"** (going from left to right from the stage, a preview of the next slide will be on the screen to the right).
- 1 laptop at AV Table (to run the presentation and to log into the Mentimeter account)
- 2 bottles of water

PLEASE NOTE:

- Speaker uses PowerPoint slides for the presentation when the session has no "polling".
 - WITH POLLING: If there is polling, **a hardwired internet or dedicated wi-fi channel is required**, and the slide deck and polling are hosted by Speaker within his Mentimeter account.
- Presentation slides sharing:
 - Slides prepared in Mentimeter will NOT be shared in advance.
 - Slides prepared in PowerPoint will be shared in advance.
 - Speaker also brings a copy of the PowerPoint slides on a USB drive for back-up.
- Speaker travels with one guest (Raina Birden) who attends his sessions, please make sure the meeting planner is aware, and that Raina has access to all areas with Speaker, and seating arrangements are made for her for Speaker's session.
- **Audio-Visual Technical Check:** Speaker requires the technical check to be completed two to three hours prior to his scheduled appearance start. For morning appearances, the technical check is to be completed the afternoon or evening the day prior, subject to Speaker's arrival.

Lighting:

- Full house lights please during the entire presentation
- Lighting subdued over screen(s) wherever possible

Seating:

- PREFERRED: It is preferred that you use round tables, cabaret style or theater set-up with chevron style seating, ideally with a center aisle, or two side aisles.

Staging:

- Raised Platform (if possible)
- A small round table for props and notes.
- NO podium is required for Speaker (if podium is needed for other presenters, please have it moved to stage left or right).

{{{Customer Name}}} Signature