



JJ Birden Technical Requirements

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
- 2 bottles of water

PLEASE NOTE: JJ uses “PowerPoint” slides for the presentation, which we can email in advance. He also brings a copy of the deck on a USB drive for back-up.

Please send a conference-themed PPT template for JJ’s title slide, which he can alter for his presentation

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 LCD projector, props and notes.

NO podium is required for JJ (if podium is needed for other presenters, please have it moved to stage left or right).

{{{Customer Name}}}

Signature