

**VENUE/AV REQUIREMENTS:**

Thank you for booking me to speak at your event. I look forward to being able to add value to your audience. In order to do that, I require please the following at the venue where I will be presenting:

- A (preferably) lapel or otherwise 'headset' microphone, with an opportunity to be fitted and do a sound check sufficiently ahead of my scheduled starting time.
- The ability to project a Powerpoint presentation that I can preferably Dropbox beforehand but anyway will bring on a USB, to be loaded sufficiently well in advance of my scheduled starting time.
- Data projector with cable to a provided laptop or PC, from which to run the Powerpoint.
- A wireless remote with a laser pointer to control the Powerpoint presentation, advancing of slides, etc.
- To be able to project the Powerpoint presentation onto a screen that is sufficiently high or off to the side such that when I'm moving around the stage/speaking area I'm not in front of the projector beam/obscuring in any way what's being projected onto the screen.
- The room to be able to be sufficiently darkened so that there is absolutely no glare/light that would detract from the image projected on the screen.
- Still water for me to drink during my presentation.

Thanks in anticipation of you kindly confirming all of the above at your earliest convenience.

**-Lorne**