



Andrea Holwegner BSc, RD

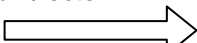
## AV Requirements & Room Set Up For Keynotes

### AV Requirements:

- 2 Screens (as large as possible):
  - One large screen on each side of the room is preferred.
  - Preferred placement of screen is left of stage/platform if there is only one screen.
- LCD projector (NO audio is required).
- Video Monitor is appreciated if possible.
- A wireless lav microphone.

*Andrea will bring her own conversion cord, wireless PowerPoint remote, and laptop computer (using Microsoft PowerPoint). Andrea also brings her keynote on a thumb drive.*

### Room Set Up:

- Small table at the front left side of the stage/platform with access to electrical power and the LCD projector.
- Raised stage/platform *without* podium/lectern.
- Chevron Style seating is preferred 



### Handouts:

- Andrea will email a handout prior to the keynote for photocopying and distribution at the event.

### Video/Audio Recording:

- If you want to video/audio tape Andrea's keynote please contact her prior to the event to request written permission.

