



Andrea Holwegner BSc, RD

AV Requirements & Room Set Up For Keynotes

To help make your event a success please contact Andrea in advance to discuss your event and her audiovisual and room set up requirements.

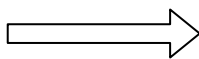
AV Requirements:

- 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) and laptop/computer system to run Powerpoint.
- Video Monitor is appreciated for large events if possible.
- A wireless lav microphone.

Andrea brings her Powerpoint keynote presentation on a memory stick and also brings a wireless remote to plug into your computer system. If requested she can also bring her own laptop computer.

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 if available
- Please remove any podium or lectern.
- Chevron Style seating is preferred if possible



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.

