A/V and room setup

Deborah Biddle / Keynotes, breakouts, and workshops

Stage and seating

Keep center stage clear so Deborah can move while speaking. If you need a lectern for the emcee, please place it to one side where possible. For audiences over 100, a low riser is appreciated so people can see. For interactive breakouts, provide a small table and chair for Deborah's laptop and materials. Confirm participant seating with Deborah.

Microphone and sound

A wireless over-ear headset is preferred. A wireless handheld is the second choice. Please avoid a lavalier if one of those options is available. Route audio from the presentation laptop through the room sound system.

Slides and playback

Provide a projector and screen or an equivalent display with room audio. Deborah brings a MacBook, HDMI and VGA adapters as needed, and a USB backup. She runs PowerPoint locally. Internet is needed only for a live demonstration agreed in advance.

Floor monitor or laptop table

Please provide a floor confidence monitor facing the stage so Deborah can see her current slide. If a monitor isn't available, provide a stable highboy table at the side of the stage for her MacBook, with power at the table. Please confirm the setup before the event.

Before doors open

Deborah typically arrives one hour before the session. Before the event, send Deborah your A/V lead's name and contact details and confirm the sound-check time. During the sound check, test the microphone, slide display, and embedded video audio. If you have a slide template or brand guidelines, send them with a PNG of your logo in advance.

Photography and recording

If you plan to take professional photos or record the session, contact Deborah in advance and return the Recording Release Form. Get written permission before sharing or publishing any recording or professional photos.

PRODUCTION CONTACT

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