

Thank you again for selecting Joe Hirsch to address your audience. To help Joe deliver the best possible experience for your group, please review the following:

## A/V REQUIREMENTS

### – Microphone

- Wireless headset mic (for keynotes/main stage talks) – Countryman preferred
- Wireless lavalier mic (for seminar/breakout sessions) – Countryman preferred

### – Projector + Laptop

Joe requires a projector and screen for his presentations.

Most of the time, Joe will run the presentation (PowerPoint 2016) from his own laptop and bring his own dongles (VGA and HDMI). If client requires presentation to be run on their equipment, Joe will share his presentation (.PPSX extension, to preserve formatting) *one week* prior to event.

### – Remote advancer

Joe will bring his own slide advancer. If client requires presentation to run on their equipment, client must provide a slide advancer.

### – Power

AC power adaptor (with multiple outlet plugs) must be located within 4 feet of Joe's computer (if using his own).

## ROOM SET-UP

### – Keynote/Main Stage Talk

- Theater-style seating, with audience as close to stage as possible (no empty seats in front)
- No lectern or podium – move to side of stage or off the stage completely
- Comfort monitor situated at front of stage

### – Seminar/Breakout Session

- Crescent-Round set-up (seating on two thirds to three quarters of the table; no seating with its back to the speaker)
- Small table for handouts

## MATERIALS

### – Handouts

When Joe's trainings call for guided practice, he will provide PDF versions of all handouts. Number of copies and page color to be specified two weeks prior to seminar or breakout session.

*Intellectual Rights:* Client agrees not to reproduce or redistribute session materials without Joe's consent. (He's usually happy to share his work!)

### – Miscellaneous

Client agrees to provide miscellaneous materials like Post-It notes, easels and flip charts, markers, writing pads and other consumables as requested.

*Looking forward to working together!*

