

TIM LONGHURST: A/V REQUIREMENTS (Updated September 2016)

IMPORTANT:

The event's technical director (or equivalent) should receive this document as soon as the engagement is confirmed.

Dear Technical Director,

To make your life easier, we've put provided simple AV requirements below.

So we can be confident you've received this documentation and have everything you need, **please email team@timlonghurst.com to confirm the below requirements can be met.**

Looking forward to working with you!

Cheers,

Tim Longhurst

Mobile: +61 412 449 629 (Reach my team on 1300 123 223)

ON THE STAGE

- ESSENTIAL: Podium or elevated table for laptop, complete with mains power and connections for an Apple Macbook laptop (as above):** Please confirm this will be made available - ideally NOT centre stage, but rather on the left or right hand side. (No preference). **My presentation deck is non-linear, like a DJ, I mix slides and stories on stage based on the mood of the audience. For this reason, you will not receive my presentation ahead of time and it is mandatory that my computer be with me on stage for my presentation.**
- Water, please!** Speaking for an hour can be thirsty work. :)

VISION

Screen: Please confirm the screen/s we will use on the day is:

- 1) **big enough** to be seen from the back of the room;
- 2) **bright enough** to be seen clearly with the house lights on,
- 3) **compatible** with my MacBook (Retina, 12-inch early 2016–**USB-C**) OR MacBook Pro (Retina, 13-inch, early 2015–**Thunderbolt Mini DisplayPort**). Both have display adapters for **HDMI** and **VGA** output (with peripherals) and naturally both can mirror on **Apple AirPlay™** (assuming you have AppleTV).
- 4) **16:9 aspect ratio:** My slides are 16:9. Please let me know in advance if this is problematic.

AUDIO

- Headset (preferred) or lapel microphone:** Please confirm a fully-charged mic will be made available.
- Audio connection** - from my Macbook: 3.5mm audio mini jack aka TRS connector (female) (not necessary if we are using **Apple AirPlay™**). My presentations almost always contain multiple videos.
- iPod** - I travel with an iPod of music ready to play as the audience enters the room, as they're leaving and during my presentation in those moments where I encourage discussion.
- Audio technician** - My presentations are fast-paced and interactive. During my presentations, I tend to talk over the top of videos and music, so some 'riding the fader' is usually required. For this reason, it's preferable that the audio technician for the day will have some time to chat so we can work as a team and there are no surprises!

THE ROOM / SPACE

- Temperature: a room full of people can get stuffy, fast.** It is preferable for the room temperature to be on the cooler side. It's also great if we know either:
 - 1) how to adjust the temperature ourselves, **or**;
 - 2) the person who controls the room temperature and how to contact them if needed.
- A table and chair at the back of the room with visibility of the stage.** It is not unusual for me to adjust my presentation to respond to the mood of the crowd or the previous speakers. For that reason, I request that I have access to a table with laptop power near the AV desk or at the back of the room.

TECHNICAL REHEARSAL

- I always do a technical run-through ahead of my keynotes.** During this run through, it is desirable that the technicians who will be working during the keynote are present to assist and ensure there are no surprises in front of the audience.

Please remember to email team@timlonghurst.com to confirm the above requirements can be met!