



AV Requirements

Dear Technical Producer,

To ensure the smooth running of your event, I've prepared this checklist. I'd be happy to discuss the checklist before the presentation date, so feel free to get in touch. All the best with the conference planning and I'll look forward to working with you to create a memorable event!

Cheers,

Tim Longhurst

WORKING TOGETHER

Please introduce you and your team: it'll be good for me to know who to ask for if I have questions at the venue!

Let's arrange a meeting time for AV Check: I generally aim to be available the day before an event to ensure all equipment is running smoothly.

VISION

Projector checklist: please confirm the projector you will use on the day is:

- 1) bright enough to be seen clearly with the house lights on, and
- 2) compatible with my Apple Macbook Pro (13-inch, June 2009).

Presenter's screen: a second screen at the back of the room (or an LCD screen on the stage) allows me to keep my slides – and my audience, in my line-of-site at all times. This is desirable, but not essential.

AUDIO

Laptop amplification: please confirm the audio from my Apple Macbook* will be amplified for this presentation. I almost always present videos/audio as part of my presentations.

Wireless lapel microphone: if amplification is required, please confirm lapel mic will be made available.

ON THE STAGE

Podium/elevated table for laptop, complete with mains power: please confirm this will be made available to the side of stage.

Table with a glass of water: this is especially appreciated.

THINGS I'LL BRING

***LAPTOP**

Apple Macbook Pro (13-inch, June 2009) OS 10.6.3, running Keynote presentation software (version 4)

Audio / video will come from the following:

Audio out - 3.5mm audio minijack - aka TRS connector (female)

Video out - VGA (female)

Remember: Please double-check your projector is Mac compatible! Not all projectors are!

REMOTE

I use a Logitech C-UR37 infrared remote to navigate through my presentation.

CONTACTING ME PRIOR TO THE DAY

Please email me tim@timlonghurst.com to arrange a time to discuss the above.

MY CONTACT DETAILS:

MOBILES:

AUSTRALIA: +61 (0)412 449 629

EMAIL: [tim @ timlonghurst.com](mailto:tim@timlonghurst.com)

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